

November 25, 2024

DR. PROSE IVY GUASA-YEPES

University President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Yepes,


Good day!

This is to request your kind approval for me to avail the **Educational Tour** privilege from **December 11 to 13, 2024**. My husband who has been away working overseas for eight (8) months will be arriving and we are planning to explore the **beautiful and historical sites in Manila** along with some of our friends for this educational tour.

Since my employment began in 2020, I have not had the opportunity to take part in this privilege, and I would greatly appreciate the chance to do so this year. I would also like to assure you that my responsibilities in the office will be properly managed in my absence. I will ensure that everything is up to date before my leave and will remain available for any critical needs should they arise.

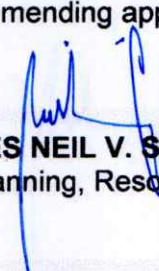
Thank you very much for your time and hoping for your kind approval.

Very truly yours,



CRISLIN CRUZ-CORTEZ, MSc.
Director-IGP/RGAS

Recommending approval:



MOISES NEIL V. SERIÑO, PhD
VP, Planning, Resource Generation & Auxiliary Services

Approved:



PROSE IVY GUASA-YEPES, Ph.D
University President