



**VISAYAS**  
STATE UNIVERSITY

FACULTY OF  
**AGRICULTURE AND  
FOOD SCIENCE**

April 11, 2025

**Dr. Prose Ivy G. Yepes**  
University President  
Visayas State University  
Baybay City, Leyte

Through: **Dr. Moises Neil V. Serioño**  
VP for Administration and Finance and  
Chairman, Non-Academic Personnel Board



Dear Ma'am:

I hope this message finds you well.

I am writing to respectfully request educational leave for five (5) days from May 26 to 30, 2025 in order to visit historical places and some tourist destinations in Cebu City. This opportunity will update my knowledge about historical sites, monuments, and newly developed tourist places. This will also enhance my understanding of the significance of cultural preservation over time. For my personal and professional growth, this will boost creativity, curiosity, and engagement through exposure to the present condition.

Hoping that the committee will grant me an educational leave for the mentioned period.

Thank you very much.

Very truly yours,

*kan*  
**REMENITA J. SOLIS**  
Admin. Asst. II

Recommending Approval:

*[Signature]*  
**SUZETTE B. LINA**  
Dean, FAFS

*[Signature]*  
**MOISES NEIL V. SEREÑO**  
VP for Admin. and Finance and  
Chairman, NAPB

APPROVED;

*[Signature]*  
**PROSE IVY G. YEPES**  
Univ. President



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