



18 April 2023

**EDGARDO E. TULIN**  
President  
Visayas State University

Dear *Dr. Tulin*,

Greetings!

Three (3) years since the pandemic, my sister, who resides in the United States, will be flying back, along with her husband and his family, to have the opportunity for a vacation with us in Singapore on June 1-4, 2023, and El Nido, Palawan on June 9, 13-15, 2023.

With this, I would like to request for an authority to travel to Singapore and to avail of the five-day (5) educational tour privilege granted by the university to its employees.

Hoping for your kind consideration. Thank you.

Respectfully yours,

  
**SHEILA MARIE C. LEMOS**  
Administrative Aide VI

Recommending Approval:

  
**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

Approved:

  
**EDGARDO E. TULIN**  
President