VSU HRIS

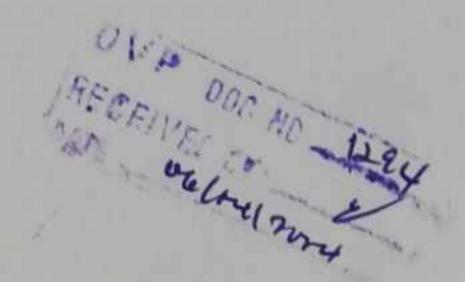
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FM-VSU-03-2024-0603-200592

May 10, 2024

DR. PROSE IVY G. YEPES President Visayas State University



Dear Dr. Yepes,

Greetings of peace and prosperity! Hope this letter finds you in good health and spirits.

I am writing to formally apologize for my late travel order request for my duly approved educational trip to Singapore. Prior to my trip last May 28-31, I made sure that all tasks are in place to make sure I do not have to worry about my responsibility to my students. I only remembered about my TO when I was already at my destination.

For this reason, I would like to request for an approval of my travel order. Rest assured that in my next travel I will be mindful with my requirements. I also highly appreciated your support in fostering professional development opportunities.

Thank you and more power.

Respectfully yours,

Maricel Villalino-Calhoun Assistant Professor 2

Noted:

MAGDALENE C. UNAJAN Head, DCST ROTACIO CETA NOSO, PHO VIGENTE STUBBLE DI POR ACCREME ATTRICS

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