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FM-VSU-03-2024-0603-200592

May 10, 2024

DR. PROSE IVY G. YEPES
President
Visayas State University

OVP
RECEIVED
DDG NO. 1284
Valeriano

Dear Dr. Yepes,

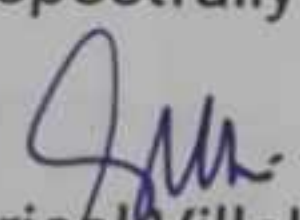
Greetings of peace and prosperity! Hope this letter finds you in good health and spirits.

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.

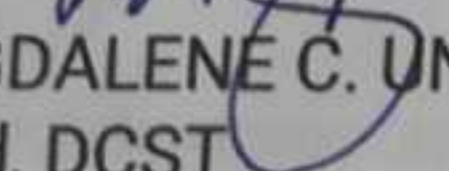
For this reason, I would like to request for an approval of my travel order. Rest assured that in my next travel I will be mindful with my requirements. I also highly appreciated your support in fostering professional development opportunities.

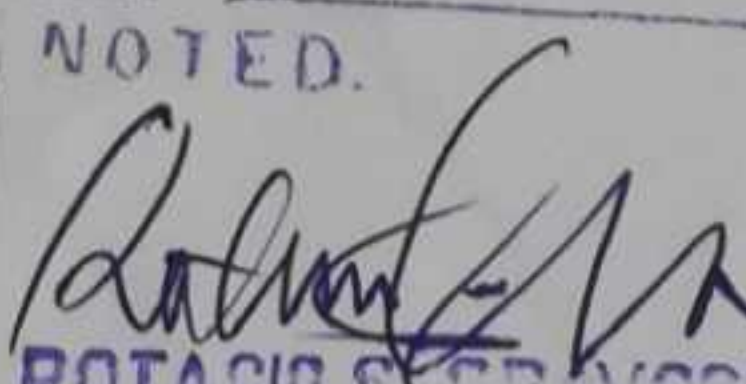
Thank you and more power.

Respectfully yours,


Maricel Villalino-Calhoun
Assistant Professor 2

Noted:


MAGDALENE C. UNAJOAN
Head, DCST

NOTED.

ROTACIO S. CRAVOSO, PhD
Vice President for Academic Affairs
VICE PRESIDENT FOR ACADEMIC AFFAIRS