



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ADMINISTRATION AND FINANCE**

January 24, 2025

DR. PROSE IVY G. YEPES

University President

Visayas State University

Subject: Request for educational leave to Tokyo, Japan on January 31 to February 6, 2025 (5 working days excluding Saturday & Sunday) and request for Authority to Travel to Tokyo, Japan on January 31- February 6, 2025

Dear Dr. Yepes,

This is to request for an educational leave to Tokyo, Japan on January 31 to February 6, 2025 (5 working days excluding Saturday & Sunday). We will take this opportunity for cultural immersion and explore the Japan during winter. In addition, I will also attend an information session among alumni of the International University of Japan. I studied in Japan in 2009-2011 and this is a good opportunity to network with my co-alumni. All costs related to this travel will be personally shouldered.

Humbly requesting your approval of this request. Thank you very much.

Truly yours,


MOISES NEIL V. SERINO

Vice President for Administration and Finance

Approved:

PROSE IVY G. YEPES
VSU President

**OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION AND FINANCE**

Visayas State University
2/F Administration Building, VSU
Visca, Baybay City, Leyte 6521-A Philippines
Website: www.vsu.edu.ph
Phone/Fax: +63 (053) 565 0600 local 1002



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