



**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT OFFICE**

12 July 2024

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

Through: **Dr. Elwin Jay V. Yu**  
VP for Administration and Finance

Dear **Dr. Yepes**:

Greetings!

Respectfully requesting permission to take leave of absence to travel abroad to England to visit and spend quality time with my sister and her family and witness the wedding of her daughter. My 73-year-old eldest sister warmly and generously invited me and my husband to be reunited with her family. My niece is getting married on August 27, 2024 and I would like to attend the rehearsal dinner and attend the ceremony and celebration.

I believe that this trip will not only allow me to physically reconnect with my sister whom I met physically last 2017, but also will provide an opportunity to engage on an educational tour to cultural/tourist sites of the England and its UK neighbouring countries. With this, it will also promote recharge and will return to work with renewed energy and focus.

Requesting further that my leave from August 23, 2024 to September 13, 2024 will be charged to existing guideline on a ten (10) days Compensatory Day Off (CDO) for heads of offices, five (5) days educational tour, and Special leave privilege (SLP).

I will ensure that my tasks are handled before my departure and make arrangements for coverage during my absence. Also, rest assured that I will be available through virtual mode, email, and/or chat messages to act and/or participate in the deliverables of the office and on any urgent matters that may arise while I am away.

Thank you very much for your kind understanding and consideration.

Sincerely yours,

**HONEY SOFIA V. COLIS**  
Director, HRMO

Recommending approval:

**Dr. ELWIN JAY V. YU**  
VP for Administrative & Finance

Approved:

**Dr. PROSE IVY G. YEPES**  
President

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OFFICE**

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