



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**BUSINESS AND
MANAGEMENT**

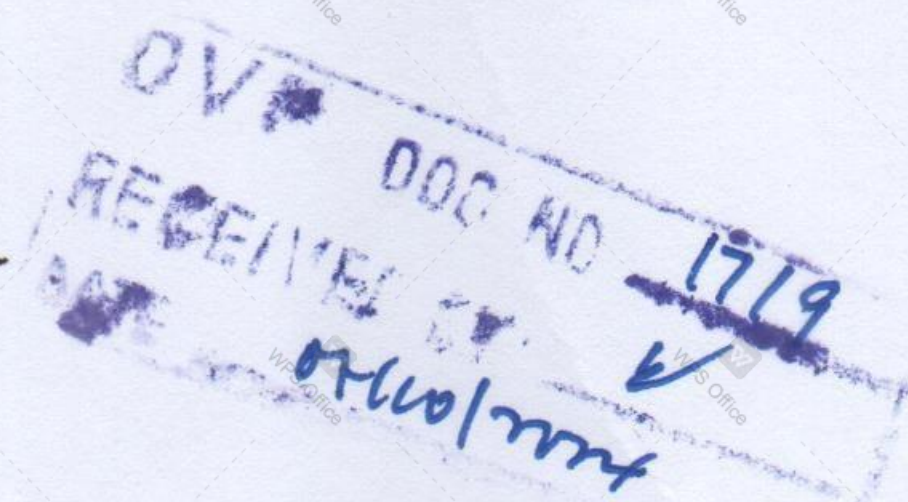
8 July 2024

DR. PROSE IVY GUASA-YEPES

President

Visayas State University

Visca, Baybay City, Leyte



Thru: **DR. ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Dear Dr. Yepes:

The undersigned would like to ask permission from your office to avail of the "educational tour privilege" on September 16-20, 2024. On the said dates, I will be visiting tourist destinations in Southeast Asia and a great opportunity to unwind and learn from the things I could observe/visit.

This request anchored on UAdCo Resolution No. 7, s. 2008 which permits faculty and staff to go on an educational tour for a maximum of five (5) days on official time only.

Hoping for your positive response. Thank you for your valuable support.

Sincerely yours,

MARLON T. ANDRINO

Instructor, DBM

Endorsed by:

MARK C. RATILLA

Head, DBM

Noted by:

LILIAN B. NUÑEZ

Dean, CME

Recommending Approval:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Approved:

PROSE IVY GUASA-YEPES

President

