



**VISAYAS**  
STATE UNIVERSITY



**RENEWABLE ENERGY**  
RESEARCH CENTER

December 12, 2024

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

**Dear Dr. Yepes:**

Good day!

The undersign would like to ask permission from your office to avail an "educational tour privilege" on December 23, 26, and 27, 2024. This is an opportunity for me and my family to be exposed in other places in the Philippines and to visit our relatives within the country.

This request anchored on UAdCo Resolution No. 7, s. 2008 which permits faculty and staff to go on an educational tour anywhere in the Philippines for a maximum of three (3) days on official time only.

Hoping for your kind approval. God bless VSU.

Respectfully,

**NILO L. LEORNA**  
Director, RERC

Recommending Approval:

**SANTIAGO T. PEÑA Jr.**  
VP for Research, Ext. & Innovation  
12/13/24

Approved:

**PROSE IVY G. YEPES**  
President

