



22 January 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University

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02/27/24

Dear Dr. Tan:

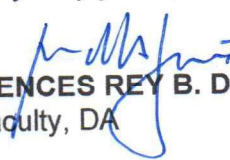
This is to respectfully request a five-day educational tour/leave from January 30 to February 3, 2024. I will be traveling to Bangkok, Thailand on those dates. The travel will not entail costs from the university.

Furthermore, I would like to seek authority to travel during the specified days.

I have attached the arrangement for missed classes for your perusal.

Your consideration will be greatly appreciated. Hoping for a positive response to this request. Thank you very much and more power.


Very truly yours,



WENCES REY B. DELA PEÑA
Faculty, DA

Noted by:


DIONESIO M. BAÑOC
Head, DA

Recommending Approval


VICTOR B. ASIO
Dean, CAFS


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:


DANIEL LESLIE S. TAN
OIC, President