

March 31, 2025

PROSE IVY GUASA-YEPES, EdD
President
Visayas State University
Baybay City, Leyte



Thru: **DR. MOISES NEIL V. SERIÑO**
VP for Administration and Finance

Dear Pres. Yepes,

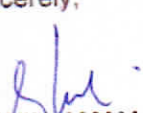
Work-life balance is an essential aspect of a healthy work environment; maintaining it in the workplace can reduce stress and prevent burnout, contributing to job satisfaction and productivity. Thus, the undersigned are grateful to the University for providing an avenue to realize work-life balance in VSU as a workplace. Towards this end, we, together with friends and families, have decided to book a vacation/leisure trip to Japan from April 22 to 28, 2025, specifically, we would like to visit Tokyo, Osaka, and Kyoto.

In this light, we would like to request that we be allowed to avail of the 5-day educational trip abroad given to employees of the University. This trip will serve as an avenue for us to bond, visit tourist spots, appreciate the beauty of Japan, its culture & the Japanese hospitality, and learn other things Japan can extend to us. Likewise, we would also like to request a travel authority to Japan on said dates.

We acknowledge that this request is personal and no government funds will be spent on this travel.

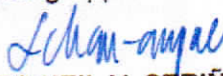
Thank you very much.

Sincerely,

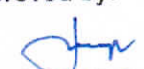

ELWIN JAY V. YU, MD, MPH
Chief of Hospital I


MARCHO A. BANDALAN
Administrative Aid VI

Recommending Approval:


DR. MOISES NEIL V. SERIÑO 09/31/25
for or Vice President for Administration and Finance

Approved by:


PROSE IVY G. YEPES, EdD
University President



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FM-VSU-03
V3 06-06-2024
No. 25-061