



VISAYAS
STATE UNIVERSITY

RECORDS MANAGEMENT AND ARCHIVES

02 April 2025

Dr. PROSE IVY G. YEPES

President

Visayas State University,

Baybay City, Leyte



Thru: **Dr. MOISES NEIL V. SERIÑO**
VP for Administration & Finance

Dear Dr. Yepes,

Greetings!

I hope this message reaches you in great health and good spirits. I am reaching out to seek your approval to take advantage of the educational trip benefit provided to university staff members for a duration of three (3) days.

My family and I are set to travel to Laoag City, Ilocos Norte, from May 26 to 28, 2025. This request is particularly relevant since my son will be playing for the Baybay City Football Team, while my husband acts as both the coach and trainer, as they compete in the Palarong Pambansa representing Region VIII.

It would be a significant chance for me to assist my family and experience this important event in person. I assure you that I will finish any tasks and responsibilities before my leave to guarantee a smooth workflow during my absence.

Thank you so much for considering my request. I eagerly anticipate your favorable response.

Very truly yours,

MARIA ROBERTA S. MIRAFLOR

Head, Records Management and Archives

Noted:

RYSAN C. GUINOCOR

Director for Administrative Services

Recommending Approval:

Dr. MOISES NEIL V. SERIÑO

VP for Administration & Finance

Approved:

PROSE IVY G. YEPES

President



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