



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**DEVELOPMENT  
COMMUNICATION**

2 February 2024

**Dr. DANIEL LESLIE S. TAN**

OIC University President  
Visayas State University

THROUGH: **Ms. HONEY SOFIA V. COLIS**  
Head for Human Resource and Development

V/S  
DDC NO. 0434  
02/02/2024  
8

Dear **OIC President Tan**:

Greetings from the Department of Development Communication (DDC)!

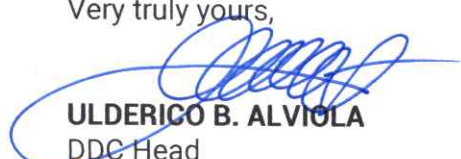
I wish to apply for an Educational Tour Leave good for 5 days from February 19 to 23, 2024 as I will be travelling to Seoul, South Korea to visit museums, heritage sites, historical spots and some educational institutions.

I want to recharge myself for a few days so that I can prepare for the tasks and responsibilities for the upcoming Centennial celebration of the university. For the past years, there are many leave privileges that I failed to enjoy as I was busy with many administrative works and teaching responsibilities both in the UIMC and our home department.

I have made sure to complete current important tasks and deliverables so that the operations of our department will not be hampered. I will also be on-call for my thesis advisees on these dates as I will have to do online consultations with them for the approval of their outline proposals. I will also be leaving some group works for my students in the DEVC121 course so that they will have something to accomplish while I'm on leave.

With this, I anticipate your most favorable response to this request. Thank you very much and more power to your leadership!

Very truly yours,

  
**ULDERICO B. ALVIOLA**  
DDC Head

Noted:

  
**VICTOR B. ASIO**  
CAFS Dean

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC President 01c 2/7/24

**DEPARTMENT OF DEVELOPMENT COMMUNICATION**

CHED-COD in DevCom  
Visayas State University, Baybay City, Leyte  
Email: ddc@vsu.edu.ph  
Website: www.vsu.edu.ph  
Phone: +63 53 565 0600 Local 1023



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 310865242



Page 1 of 1  
**FM-VSU-03**  
V2 05-09-2023  
No. 2024-027