



**VISAYAS**  
STATE UNIVERSITY

**RESEARCH**  
OFFICE

July 1, 2025

**DR. PROSE IVY G. YEPES**

President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Yepes**,

I would like to ask a permission from your good office that I may be granted to avail the Five Day "Educational Tour Privilege" based on Memorandum Circular No. 18 S. 2009, on July 7-8, 2025 and July 17-18, 2025. On these dates, I will be travelling to Cebu City. I will take this opportunity to unwind for mental wellness.

Hoping for your kind approval on this request.

Thank you.

Very truly yours,

  
**IVY C. EMNACE**  
Director for Research

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
VP for Research, Extension and Innovation

Approved:

  
**PROSE IVY G. YEPES**  
VSU President

**RESEARCH OFFICE**

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