



**VISAYAS**  
STATE UNIVERSITY



# **NATIONAL COCONUT RESEARCH CENTER- VISAYAS**

**9 December 2024**

**Dr. Prose Ivy G. Yepes**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Dr. Yepes:**


Good day!

The undersign would like to ask permission from your office to avail an educational tour privilege on December 23, 26, and 27, 2024. This is an opportunity for me and my family to be exposed in other places in the Philippines and to visit our relatives within the country.

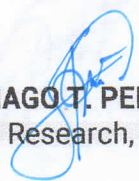
This request anchored on UAdCo Resolution No. 7. s. 2008 which permits faculty and staff to go on an educational tour anywhere in the Philippines for a maximum of three (3) days on official time only.

Hoping for your kind approval.

Respectfully yours,

  
**MARISEL A. LEORNA**  
Director, NCRC-V

Recommending Approval:

  
**SANTIAGO T. PEÑA, JR.**  
VP for Research, Ext. & Innovation

Approved:

  
**PROSE IVY G. YEPES**  
President

**NATIONAL COCONUT RESEARCH CENTER-  
VISAYAS**

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