

Scan Here



FM-VSU-03-2024-0904-220747

**INTERNAL AUDIT
SERVICE**

September 3, 2024

DR. PROSE IVY G. YEPES
President
VSU, Baybay City, Leyte

Dear Dr. Yepes:

I hope this message finds you well. I am writing to make a formal request to use the 5-day educational tour. My sister and family will visit the Philippines by the end of October 2024. I will join them in their leisure travels. This is an opportune time to recharge my mental and physical batteries and strengthen family bonds.

My leave may be either on the last week of October or from November 4-8, 2024. I will have limited access to phone and email while away but plan to respond to messages as I am able.

I am hopeful for your kind approval. Thank you and more power.

Yours sincerely,

MARIA TERESA A. CRUZ
Head

Approved/Disapproved:

PROSE IVY G. YEPES
President

*changed to leave credits***INTERNAL AUDIT SERVICE**

Visayas State University, ViSCA,
Baybay City, Leyte
Email: internal.audit@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1045



Management
System
ISO 9001:2015

www.tuv.com
ID: 9108658749



PAGE 1 OF 1
FM-VSU-03
V2 05-09-2023
No. 40