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7 March 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Dennis P. Peque
VP for Research, Extension and Innovation

Sir:

Greetings!

Please allow me to avail of the 5-day educational tour to Singapore from March 30, 2024 to April 5, 2024. If granted, I would like to request for the issuance of an authority to travel to Singapore on the said dates.

Thank you very much.

Respectfully yours,

ALAN B. LORETO
Director for Innovation

Recommending Approval:

DENNIS P. PEQUE
VP for Research, Extension and Innovation

Approved:

DANIEL LESLIE S. TAN
OIC-President

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