



VISAYAS
STATE UNIVERSITY

0780
**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

13 March 2024

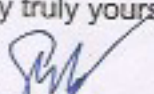
PROF. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Professor Yepes**:

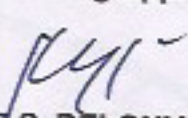
This is to request permission to avail of the Educational Tour Privilege for VSU Employees. I, my family and relatives also in the government service will be having a pleasure trip around Cebu Province to visit Cultural Heritage Sites on April 08-12, 2024 with only three working days on official time.

Thank you very much.

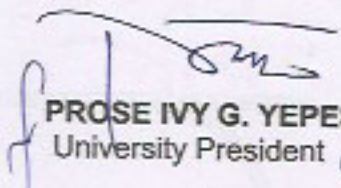
Very truly yours,


ERLINDA S. VALENZONA
Admin Asst II, OVPAA

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

APPROVED:


PROSE IVY G. YEPES
University President

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