



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOLOGICAL SCIENCES

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 and my family will be going to South Korea to visit Cultural Heritage Sites on June 12-17, 2024. Since Jun 12 is a holiday and Jun 15-16 is a weekend, I will request for three (3) days on official time (Jun 13, 14 & 17).

Thank you very much.

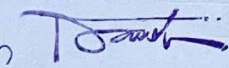
Very truly yours,


TED DOMINIQUE S. BELONIAS
Instructor I

Recommending Approval:


ANALYN M. MAZO
Head, DBS

APPROVED:


PROSE IVY G. YEPES
University President *06/19/24*