



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE DIRECTOR FOR
QUALITY ASSURANCE**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7534; 565-0600 Local 1076
Email: qac@vsu.edu.ph
Website: www.vsu.edu.ph

September 14, 2022

DR. EDGARDO E. TULIN
University President
VISAYAS STATE UNIVERSITY

Dear Dr. Tulin,

A pleasant day to you.


I am writing to request your good office to please allow me to have an Educational Tour Leave on November 2-14, 2022. My daughter will be sponsoring my expenses for a trip to Thailand on the said dates. I find this as a chance to experience new things outside of our country. I also consider the travel as an opportunity to open up new horizon, to gain new insights about valuable things outside my comfort zone, and to understand different cultures of the people of Thailand. I believe this will help me to become more efficient and effective in my workplace.

I understand that the Educational Tour Leave is only good for five (5 days) but my travel covers 10 working days. I will use my Special Leave Privilege and Forced Leave for the other working days. During our travel, I will try to visit an agricultural university in Thailand and document important practices that are applicable in our workplace. Thus, this travel will also be considered a learning opportunity to enhance my self-confidence to be a more productive staff in the university.

I am hoping for your kind approval of this request.

Thank you very much.

Respectfully yours,


MARIA LILIA P. VEGA
Admin Aide III
ODQA

Noted by: 
EDITHA G. CAGASAN
Director, ODQA


Approved by: **EDGARDO E. TULIN**,
President
Visayas State University



Management
System
ISO 9001:2015
www.tuv.com
ID 910806749

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 1 of 1
FM-VSU-03
v0 05-04-2020
No. 2022-56