



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



21 June 2024

AUTHORITY TO TRAVEL

Hon. Norman Tansingco

BI Commissioner

BI Main Office

Magallanes Drive, Intramuros, Manila

Attention: Passport Division
Consular Affairs Office
2330 Roxas Blvd., Pasay City

Authority to travel abroad on () Official Business/(/) Private Business is hereby granted to

Name : **Ms. Sheena Mae P. Lubrio**
Designation : Faculty
Country(ies) : Singapore
Purpose(s) : To go on an educational tour to Singapore from July 27 to August 1, 2024.
Funding : Personal
Remarks :

With Approved Leave Application: / (on educational tour)

With Approved Travel Order:

With no pending administrative/criminal case filed against him/her.

Entitlements :

Category

Source (Check)

Gov't. Sponsor Other

1. International Airfare

 /

2. Clothing Allowance

 /

3. Pre-travel allowance

 /

4. Salary and Allowances while abroad

 /

5. Accommodation/Inland Travel

 /

6. Food

 /

7. Medical Care

 /

8. Local Travel

 /

9. Travel Tax

 Exempt per E.O. 283 (lh)

 / Not exempt


PROSE IVY G. YEPES
President

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University

PQWW+RJM, Baybay City, Leyte, Philippines 6521

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Page 1 of 1
FM-OOP-07
V04 06-06-2024
No. **24-81**



May 21, 2024

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

Dear Dr. Yepes:

Greetings of peace!

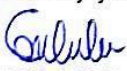
I am a regular faculty at the Department of Arts, Languages and Literature (DALL). I am writing to respectfully ask for your permission to avail of the five-day educational leave. My family and I will be in Singapore from July 27, 2024 to August 1, 2024. The first two days of our trip fall on a weekend. However, we will be travelling via Cebu, which may take us another day to arrive in Baybay when we return.


Our main purpose for this trip is to explore Singapore's arts and culture and to experience its nature and wildlife. We are planning to visit certain museums, green spaces, and zoos. These will be specially engaging for our daughter who loves the arts and sciences. Moreover, as a language and literacy (reading) specialist, I am hoping to visit some literacy centers so that I can learn more about teaching reading and handling children and adults with dyslexia. I am currently finishing my doctoral degree in reading education, and it is my goal to enrich my knowledge and skills in my field. I learned that the *Dyslexia Association of Singapore* gives free awareness talks. Hopefully, I would be able to attend one while I am there.

Should our trip fall within the enrollment period for or the start of classes next semester, I will make the necessary arrangements and requests so that a colleague can attend to my academic advisees and/or classes while I am away. I may also be able to accomplish some of my advising tasks in between our activities during the trip.

Thank you so much for reading my letter. I am hoping for your kind consideration of my request.

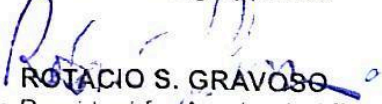
Respectfully yours,


SHEENA MAE P. LUBRIO
Faculty, DALL

Noted: 
MARIA VANESSA E. GABUNADA
Department Head, DALL


MA. THERESA P. LORETO
College Dean

Recommending Approval:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Approved:


PROSE IVY G. YEPES
President

