



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**VICE PRESIDENT FOR  
RESEARCH, EXTENSION  
AND INNOVATION**

April 24, 2024

**Dr. Prose Ivy G. Yepes**  
President  
VSU, Baybay City, Leyte

**Dear Dr. Yepes:**

I would like to ask permission from your good office that I may be granted to avail the Five (5) Days "Educational Tour" privilege based on Memorandum Circular No. 18, S. 2009 on May 20-24, 2024. On these dates, I will be visiting the beautiful spots of Davao.

Hoping for your kind consideration of my request.

Thank you.

Very truly yours,

  
**JERRY B. POSAS**  
Administrative Aide III

Recommending Approval:

  
**DENNIS P. PEQUE**  
Vice President for Research, Extension  
And Innovation

Approved:

  
**PROSE IVY G. YEPES**  
University President