



**VISAYAS**  
STATE UNIVERSITY



**NATIONAL COCONUT  
RESEARCH CENTER-  
VISAYAS**

December 12, 2024

**Dr. Prose Ivy G. Yepes**  
University President  
Visayas State University  
Visca, Baybay City, Leyte


Dear **Dr. Yepes:**

The undersigned respectfully requests permission to avail of the educational tour privilege on December 23, 26, and 27, 2024. This tour offers a valuable opportunity to visit my family members in Los Baños, Laguna. The place is also where I can explore agricultural and research institutes which will give me insights that will contribute to my professional enhancement.


This request is made in accordance with UAdCo Resolution No. 7, s. 2008, which allows faculty and staff to participate in an education tour within the Philippines for a maximum of three (3) days, provided it is on official time.

Fervently hoping for your favorable approval.

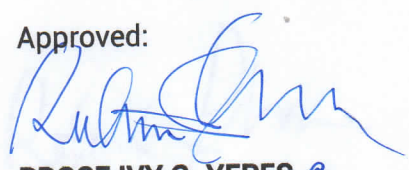
Respectfully yours,

  
**JOVANNEMAR P. ANIRE**  
Instructor I

Recommending Approval:

  
**MARISEL A. LEORNA**  
Director, NCRC-V

Approved:

  
**PROSE IVY G. YEPES**  
President

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