



VISAYAS
STATE UNIVERSITY

**UNIVERSITY LEARNING
COMMONS (LIBRARY)**

15 November 2024

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

Through: **Dr. Elwin Jay V. Yu**
Vice President for Administrative and Finance &
Chairperson, Non-Academic Personnel Board



Dear Dr. Yepes,

I am writing to formally endorse the leave of absence request submitted by Ms. Jovelyn H. Mabuan, Librarian and unit head of the Integrated High School Library at Visayas State University. Ms. Mabuan is requesting a two-month leave, tentatively schedule between December 2024 and March 2025, to pursue personal enrichment through International travel.

The opportunity will allow Ms. Mabuan to gain valuable experiences that are anticipated to contribute meaningfully to both her personal growth and professional development. The skills, perspective, and insights she will acquire during her time abroad are expected to further enhance her ability to serve and engage.

To ensure uninterrupted library operations during her absence, Ms. Ruvilyn A. Idlisan, a qualified librarian from our team, has been designated to assume her duties as Librarian-in-Charge/ Unit Head of the Integrated High School Library. Proper turn over procedure was conducted to facilitate a smooth transaction before Ms. Mabuan's departure.

Attached for your review are following documents:

1. Memorandum re: New assignment as Librarian-in-Charge/ Unit Head of the IHS Library,
2. Turnover documents, with supporting evidence, to ensure operational continuity

I am confident that this arrangement will enable the library to maintain its efficiency and high level of service to our students, faculty, and staff.

I am respectfully seeking your favorable consideration of this request. Should you require any additional information of clarification, please do not hesitate to contact me.

Thank you very much for your kind attention,

Sincerely yours,

VICENTE A. GILOS
Chief Librarian



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