





HUMAN RESOURCE MANAGEMENT OFFICE

June 10, 2024

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

Thru: HONEY SOFIA V. COLIS Director, HRMO

Dear President Yepes:

Greetings! I would like to ask for your permission to grant me a 3-day Educational Tour leave this June 18-20, 2024. I will be traveling to Palawan with my family and friends to have a work life balance and also to collect memorable experiences. By this I can learn about different cultures, lifestyles, and perspectives by visiting new places and interacting with people from diverse backgrounds.

Hoping for your favorable response on this request. Thank you very much!

More Power and God bless you!

Respectfully yours,

CARREN MAE B. VILBAR

Admin. Aide IV

Noted:

JENNIFER E. ANDO

Head, RSPPRO

HONEY SOFIA V. COLIS Director, HRMO

PROSE IVY G. YEPES

President

Approved:

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE

Visayas State University, Baybay City, Leyte Email: personnel@vsu.edu.ph Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1060

Management System ISO 9001:2015
TÜVRheinland GERTIFIED www.huv.com ID 9108668749



Page 1 of 1 FM-VSU-03 V03 06-06-2024 No. 00 6-24-80