

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City Leyte


Dear **Dr. Yepes**,

Greetings!

For more than four (4) decades of serving the university as a Security Guard, it is high time to avail of the three-day (3) educational tour privilege granted by the university to its employees. This is to enhance social spiritual interactions in the places to be visited as I am aiming for a balanced work- life environment.

With this, please allow me to travel locally on November 7-9, 2024. Hoping for your kind consideration. Thank you!

Sincerely yours,



ANTONIO C. ESPINOSA

Security guard 2

Recommending Approval:



JULUIS V. ABELA

Head Security office

Approved:



PROSE IVY G. YEPES

President