



VISAYAS
STATE UNIVERSITY

ACCOUNTING

August 5, 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University



Dear Dr. Yepes:

Good day!

I would like to avail a three (3) days "Educational Tour" privilege (base on Memo. Circular No. 18 s. 2009) on August 11-13 and we're planning to leave on Aug. 9. On these dates, my family and I have scheduled to travel to Davao City and visiting our relatives. We also plan to spend time exploring a well-known locations and see some tourist attractions and re-establish a connection of Philippine customs and traditions through this trip.

Thank you very much for considering my request and and look forward for your kind approval.

Respectfully yours,


SUSAN M. VALENCERINA
Admin. Aide III

Noted:


NICK FREDDY R. BELLO
Accountant III/Head Acctg. Office

Endorsed By:


LOUELLA C. AMPAC
Director, Financial Management

Recommending Approval:


DR. MOISES NEIL V. SERINO
Vice Pres. for Admin. and Finance

Approved:


DR. PROSE IVY G. YEPES
University President



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