



VISAYAS
STATE UNIVERSITY



COLLEGE OF
ARTS & SCIENCES

7 March 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Beatriz S. Belonias
VP for Academic Affairs

Dr. Dennis P. Peque
VP for Research, Extension and Innovation

Sir:

Greetings!

Please allow me to avail of the 5-day educational tour to Singapore from March 30, 2024 to April 5, 2024, and if granted, I would like to request for the issuance of an authority to travel to Singapore on the said dates. Rest assured that I will make arrangement for classes that will be missed during my trip.

Thank you very much.

Respectfully yours,

MA. THERESA P. LORETO
Dean, CAS & Director, ARI Center

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DENNIS P. PEQUE
VP for Research, Extension and Innovation

Approved:

DANIEL LESLIE S. TAN
OIC-President

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