



VISAYAS
STATE UNIVERSITY

FM-VSU-03-2025-0910-296732 09/12
**INNOVATION
TECHNOLOGY
SUPPORT
OFFICE**

September 10, 2025

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

Dear **Dr. Yepes**:

Greetings!

I would like to respectfully request approval from your good office to avail of the five-day "Educational Tour" privilege as provided under Memorandum Circular No. 18, s. 2009. I intend to use this privilege on the following dates: October 15-17 and 21-22, 2025. During this period, I will be traveling to Vietnam for a personal vacation, which I believe will also offer enriching cultural experiences aligned with the intent of the said memorandum.

I hope for your kind consideration and favorable approval of this request.


Thank you very much.

Very truly yours,


MARIA LOUELLA C. TAMBIS
Head

Recommending Approval:


FELICIANO G. SINON
Director for Innovation


SANTIAGO P. PEÑA, JR.
Vice President for Research, Extension and Innovation

Approved:


PROSE IVY G. YEPES
University President

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