



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**DEVELOPMENT  
COMMUNICATION**

19 January 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University


**Dear Dr. Tan:**

This is to respectfully request a five-day educational tour/leave from January 31 to February 4, 2024. I will be traveling to Bangkok, Thailand on those dates. Furthermore, I would like to seek authority to travel during the specified days.


I have attached the arrangement for missed classes for your perusal.

Your consideration will be greatly appreciated. Hoping for a positive response to this request. Thank you very much and more power.

Very truly yours,

  
**MARIANE UBAY**  
Faculty, DDC

Noted by:

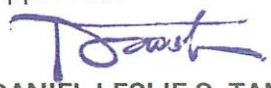
  
**ULDERICO B. ALVIOLA**  
OIC-Head, DDC

Recommending Approval:

  
**VICTOR B. ASIO**  
College Dean

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC-President

APB Action:  
Series of 2024

APB Resolution No. 99

Attesting the validity of the request of Ms. Marianne Ubay to grant a five (5) day educational tour/leave to travel in Bangkok, Thailand and authority to travel effective January 31, 2024 until February 04, 2024. She should render make-up classes upon her return for missed meetings especially that classes have just started.

January 24, 2024



**ARRANGEMENT FOR CLASS(ES) MISSED**

*(To be attached to Application for Leave Form and/or Travel Order/Request)*

| Name of Faculty   |                | Department  |  | Date of Filing   |
|---|----------------|---|--|------------------|
| Mariane Ubay  |                | DDC   |  | January 22, 2024 |
| Subject(s) Taught   | Class Schedule | No. of Students                                       | Arrangement for classes missed/ to be missed |                  |
| DevC 130  | MTh            | 58  | Advanced classes will be made.               |                  |
| MIL   | M<br>W         | 38<br>38  | Assignments will be given                    |                  |
| Reason(s) of:<br><br>a. Leave: Date(s):<br>___ Vacation<br>___ Sick<br>___ others (Pls. specify): |                | b. Travel: Date(s) <u>January 31-February 4, 2024</u> |  |                  |
| Conforme:   |                | Prepared by:  |  |                  |
| N/A<br>Name & Signature of person taking over the classes(s)                                      |                | <br><b>MARIANE UBAY</b><br>Instructor/Professor       |  |                  |
| Approved by:<br><br><br><b>ULDERICO B. ALVIOLA</b><br>OIC-Head, DDC<br>Date: _____                |                |   |  |                  |

*\*to be accomplished in 2 copies*

logo

**UNIT NAME**

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