



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

13 March 2024

PROF. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Professor Yepes**:

This is to request permission to avail of the Educational Tour Privilege for VSU Employees. I and my family will be going to South Korea to visit Cultural Heritage Sites on June 12-17, 2024. Since Jun 12 is a holiday and Jun 15-16 is a weekend, I will request for three (3) days on official time (Jun 13, 14 & 17).

Thank you very much.

Very truly yours,


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

APPROVED:


PROSE IVY G. YEPES

University President *oic 3/13/24*