



LA-2024-1105-233058

pos or

DR. PROSE IVY G. YEPES

President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes,

Greetings!

For more than three (3) decades of serving the university as a Security Guard, it is high time to avail of the three-days (3) educational tour privilege granted by the university to it's employees . This is to enhance social spiritual interactions in the places to be visited as I am aiming for a balanced work-life environment.

With this, please allow me to travel locally on December 12-14 2024.Hoping for your kind consideration . Thank you!

Sincerely yours,

HENRY P. POSAS

Security guard 2

Recommending Approval:

JULIUS V. ABELA

Head, Security Office

Approval:

PROSE IVY G. YEPES

President