



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR  
**STUDENT AFFAIRS  
AND SERVICES**

3 December 2025

**DR. PROSE IVY G. YEPES**  
University President  
Visayas State University

Dear **Dr. Yepes**:

In view of our Asia Pacific Student Services Association (APSSA) Institute of Student Affairs (ISA) Study Tour in Hong Kong on December 15-16, 2025, that we, the undersigned and SAS DIRECTOR CHRISTINA A. GABRILLO, will join and participate in, we request to avail of a two-day educational tour privilege that is granted to all VSU employees for travels abroad on December 17-18, 2025 prior to our return to VSU on December 19, 2025.

The two-day tour on a personal capacity without allowance and no per diem, will give us a glimpse of the rich culture and heritage of Hong Kong.

Anticipating your favorable action on this request.

Sincerely,

**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

Approved:

**PROSE IVY G. YEPES**  
University President

