



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

30 August 2024

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Baybay City, Leyte, Philippines

Subject: Respectfully seeking approval for Educational Leave

Dear President Yepes,

Warmest greetings!

I am writing to seek your approval for 5 days of educational leave. I will use the leave to attend a training-workshop: Protected Area Finance Plan Training in Davao City. The training is organized by the UNDP-Biofinance. The knowledge that I will be able to acquire from this training will be applied to one of the courses I taught – DSOC 252: Resource Management, Access, and Benefit-sharing. This opportunity will also allow me to visit one of the historic and popular cities in the country.

I enclosed the form for missed classes to ensure the continued learning of the students enrolled in the subjects I am teaching while I am on leave. I also enclosed the invitation from the organizer of the training.

Thank you and I look forward to your favorable response to my request.

Sincerely yours,

**GINA A. DELIMA**

ISRDS Faculty

Endorsed by:

**LILIAN B. NUÑEZ**

ISRDS Director

CME Dean

Approved by:

**PROSE IVY G. YEPES**

VSU President



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Page 1 of 1  
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