



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

14 July 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, City of Baybay, Leyte

Dear Dr. Yepes,

I respectfully seek your approval to take a leave for five working days and to further request for Authority to Travel abroad on July 27 to August 3, 2025. I intend to participate in an educational tour to Chiang Mai, Thailand, organized for a group of educators and entrepreneurs.

The itinerary includes visits to schools and universities, providing opportunities to observe innovative educational practices that may be adapted and applied in our respective workplaces and households.

I will ensure that all academic responsibilities are covered during my absence and that proper arrangements are made in advance.

Thank you for your continued support of the professional and personal growth of VSU faculty and staff. I would be sincerely grateful for your kind consideration and favorable endorsement of this request.

Very sincerely yours,

ELIA MAURY C. JADINA

Instructor

Endorsed by:

LILIAN B. NUÑEZ

Director, ISRDS

MARIA VANESSA E. GABUNADA

Dean, FHSS

Recommending approval:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

PROSE IVY G. YEPES

President



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