



VISAYAS
STATE UNIVERSITY



VSU
Tropical Ecology

September 10, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University (VSU)
Visca, Baybay City, Leyte

Thru: Dr. Rotacio S. Gravoso
Vice-President for Academic Affairs

Dear Dr. Yepes,

This pertains to my intention to have an educational and cultural tour to South Korea on September 25 to 30, 2024. This trip has been a dream to me and my wife few years ago but has not been realized due to various personal and work-related predicaments. Now, I like to pursue this trip as a birthday present for my wife who will be celebrating her birthday in the last week of this month.

In view of this, I would like to request your good office for an authority to travel on the abovementioned dates. Rest assured that all expenses incurred will be taken out from my personal savings and no government resources will be used in any transactions related to this travel. Furthermore, I have already taken into consideration the impact of this trip to my current responsibilities and have made arrangements to ensure that my work will continue smoothly in my absence.

Hoping for your consideration and approval on this request.

Thank you very much.

Very truly yours,

TEOFANES A. PATINDOL
Director

Recommending Approval:

ARTURO E. PASA
Dean, College of Forestry and Environmental Science

ROTACIO S. GRAVOSO
VP-Academic Affairs/Chairman

Approved:

PROSE IVY G. YEPES
President



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