

May 27, 2024

Dr. Prose Ivy G.Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Rotacio S. Gravoso**

Vice-President for Academic Affairs

Dear *President Yepes*,

This pertains to my intention to have a vacation in the United States of America (USA) from June 24 to July 19, 2024. Although generally designed for leisure and tourism while reconnecting to family members, relatives, and friends, this trip together with my wife, is primarily intended to visit my wife's younger sister who has been under hospice care due to a lingering terminal illness.

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. Moreover, I would like also to request that a portion of the said trip be considered to constitute an educational tour privilege that entitles me to a five-day vacation with pay.

Furthermore, I have already considered the impact of this trip on my current responsibilities and have made necessary arrangements to ensure that my work will continue smoothly in my absence.

Hoping for your consideration and approval on this request.

Sincerely,

TEOFANES A. PATINDOL

Director

Recommending Approval:

ARTURO E. PASA

Dean, College of Forestry and
Environmental Science (CFES)

ROTACIO S. GRAVOSO

VP, Academic Affairs

Approved:

PROSE IVY G. YEPES

President, VSU

**INSTITUTE OF TROPICAL ECOLOGY AND
ENVIRONMENTAL MANAGEMENT**

College of Forestry and Environmental Science
Visayas State University, Visca, Baybay City, Leyte

Email: iteem@vsu.edu.ph / teofanes.patindol@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1052/1053/1135



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Page 1 of 1
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