

**VISAYAS**
STATE UNIVERSITYDEPARTMENT OF
PEST MANAGEMENT

2 September 2025

Prose Ivy G. Yepes, EdD
University President
Visayas State University
Visca, Baybay City, Leyte


Dear **Dr. Yepes:**

I am Mari Neila S. Quintos, a faculty member of Department of Pest Management. I will be travelling to the University of the Philippines Los Baños (UPLB) this September. In connection with this, may I respectfully request the approval of my educational tour leave from September 22-26, 2025.

During this trip, I will visit the Plant Pathology Laboratory of the Institute of Plant Breeding (IPB) and the Institute of Weed Science, Entomology and Plant Pathology (IWEP) to explore and gather new research ideas, exchange insights with experts, and benchmark innovative methodologies that can be adapted for research and instruction here in the Department of Pest Management. This will also provide an opportunity to strengthen academic linkages and broaden the scope of possible collaborative studies. I will use my educational tour leave for this trip. With regards to my classes, I will be conducting advanced sessions for PPAT 251, PPAT 113, and MICR 22 prior to my travel. Ms. Roda G. Capacao will serve as my OIC for the entire duration of my official travel.

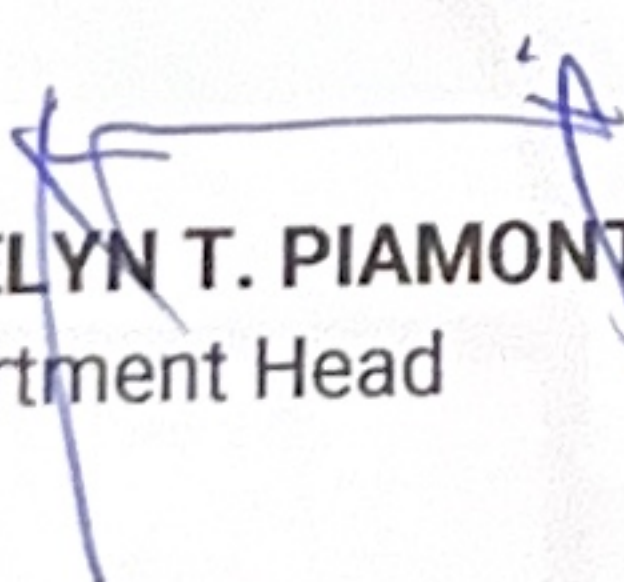
Hoping for your approval of this request. Thank you.

Very truly yours,



MARI NEILA S. QUINTOS
Instructor III
DPM Faculty

Noted:



ROBELYN T. PIAMONTE, Ph.D.
Department Head



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Page 1 of 2
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Recommending approval:



SUZETTE B. LINA, Ph.D.
FAFS, Dean



ROTACIO S. GRAVOSO, Ph.D.
VP for Academic Affairs

Approved:



PROSE IVY G. YEPES, EdD
President

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.