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August 20, 2025

Dr. Prose Ivy G. Yepes  
University President  
VSU, Baybay City, Leyte

Subject: Request for Approval to Avail a 3-Day Educational Tour in Manila

Dear Pres. Yepes:

My warmest greetings!

I respectfully seek your approval to avail a personal educational tour in Manila from September 8 to 10, 2025. This tour offers a meaningful opportunity to revisit key historical and cultural landmarks such as the Ayala Triangle Gardens, Intramuros, Fort Santiago, National Museums, Cultural Center of the Philippines etc., allowing me to renew my appreciation of key historical and cultural landmarks.

Moreover, a batchmate who is returning from abroad will also be in Manila during this time. This rare occasion provides a valuable chance to reconnect through a mini reunion, enhancing not only my personal growth but also strengthening bonds that contribute positively to my overall well-being and motivation.

I kindly request your approval to avail this 3-day educational tour, which I believe will be a rewarding and enriching experience.

Thank you for your consideration and support.

Respectfully yours,

MARIA TERESA A. CRUZ  
Director

Approved:

PROSE IVY G. YEPES  
University President

subject to applicable  
University policies