

30 August 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Baybay City, Leyte, Philippines

Subject: Respectfully seeking approval for Educational Leave

Dear President Yepes,

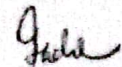
Warmest greetings!

I am writing to seek your approval for 5 days of educational leave. I will use the leave to attend a training-workshop: Protected Area Finance Plan Training in Davao City. The training is organized by the UNDP-Biofinance. The knowledge that I will be able to acquire from this training will be applied to one of the courses I taught – DSOC 252: Resource Management, Access, and Benefit-sharing. This opportunity will also allow me to visit one of the historic and popular cities in the country.

I enclosed the form for missed classes to ensure the continued learning of the students enrolled in the subjects I am teaching while I am on leave. I also enclosed the invitation from the organizer of the training.

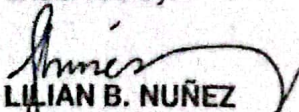
Thank you and I look forward to your favorable response to my request.

Sincerely yours,

**GINA A. DELIMA**

ISRDS Faculty

Endorsed by:

**LILIAN B. NUÑEZ**

ISRDS Director

CME Dean

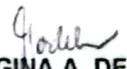
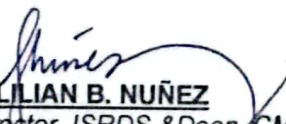
Approved by:

**PROSE IVY G. YEPES**

VSU President



ARRANGEMENT FOR CLASS(ES) MISSED
(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
GINA DELIMA		ISRDS	30 AUGUST 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
SOCI111: Society & Culture (with Family Planning)	MTh 8:30-10am MTh 2:30-4pm	52 20	Assigned a learning task (research proposal)
DSOC221: Sociology of Agriculture	Friday 8-10AM	1	Assigned a learning task (response paper)
Reason(s) of: a. Leave: Date(s) <u>9-13 September 2024</u> <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> others (Pls. specify): Educational Leave		b. Travel: Date(s) <u>9-13 September 2024</u>	
Conforme: <div style="text-align: center;"> <u>NA</u> Name & Signature of person taking over the classes(s) </div>		Prepared by: <div style="text-align: center;">  GINA A. DELIMA Instructor/Professor </div>	
Approved by: <div style="text-align: center;">  LILIAN B. NUÑEZ Director, ISRDS & Dean CME Date: _____ </div>			

**to be accomplished in 2 copies*




BIOFIN
The Biodiversity Finance Initiative

MS. GINA DELIMA
Visayas State University

Dear Ms. Delima,

Environmental Greetings!

The DENR, through the Biodiversity Management Bureau, in collaboration with various partners in biodiversity conservation will be conducting the Protected Area Finance Plan Training of Trainers on 8-15 September 2024 (inclusive of travel time) in Davao City (exact venue to be advised).

In the light of your expertise to resource management and nature conservation, particularly your dedication and commitment to sustainable development in the Philippines. We would like to extend to you this invitation to participate and serve as one of the Resource Persons for the Protected Area Finance Plan Workshop.

Airfare, meals, accommodation and per diem will be shouldered by the BIOFIN Projects. For confirmation and further clarification, please feel free to reach the National Parks Division at npd@bmb.gov.ph and biofin.ph@undp.org or contact us at 8925-8947. Attached is a copy of the provisional program for your reference.

Hoping for you positive response.

Very truly yours,

Anabelle E. Plantilla

ANABELLE E. PLANTILLA
Project Manager
BIOFIN Philippines

BIOFIN Philippines

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