

July 1, 2025

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Baybay City, Leyte



Thru: **Dr. Moises Neil V. Serio**  
Vice President for Administration and Finance

**Dear Dr. Yepes,**

Greetings!

I trust this message finds you in excellent health and positive spirits. I am writing to respectfully request your kind consideration and permission to take advantage of the university's five-day international **educational trip** benefit. My family and I have scheduled a memorable visit to Bangkok, Thailand, from **September 18 to 24, 2025**, a rare opportunity for quality family time and cross-cultural exploration.

I am fully committed to ensuring all tasks are completed on schedule and will coordinate with colleagues so that my participation in the trip causes no disruption to university operations.

Thank you very much for considering my request. I am hopeful for a favorable response and sincerely appreciate your support in making this valuable experience possible.

Respectfully yours,

  
**PEARL P. VISTAL**  
Admin. Officer I, RMA

Noted:

  
**MARIA ROBERTA S. MIRAFIOR**  
Head, RMA

Recommending Approval:

  
**RYSAN C. GUINOCOR**  
Director, Administrative Services

  
**MOISES NEIL V. SERIO**  
VP for Administration and Finance

Approved:

  
**PROSE IVY G. YEPES**  
President