



VISAYAS
STATE UNIVERSITY

INSTITUTE OF
**TROPICAL ECOLOGY AND
ENVIRONMENTAL SCIENCE**

8 September 2025

Dr. Prose Ivy G. Yepes
University President
Visayas State University (VSU)
Visca, Baybay City, Leyte

Thru: Dr. Rotacio S. Gravoso
Vice President for Academic Affairs

Dear **President Yepes:**

This is to respectfully convey my intention to undertake an educational and cultural tour in Hongkong from September 27 to October 1, 2025. This trip has long been a personal aspiration for my wife and me; however, it was previously postponed due to various professional and personal circumstances. At this time, I wish to pursue it as a meaningful occasion, serving as a special gift for my wife who will be celebrating her 60th birthday at the end of this month.

In this regard, I am humbly requesting the approval of your good office to grant me authority to travel during the aforementioned dates. Please be assured that all expenses related to this trip will be shouldered from my personal funds, and no government resources will be utilized in any aspect of this undertaking. In anticipation of my absence, I have made the necessary arrangements to ensure the continuity of my official duties and responsibilities.

Additionally, I respectfully request that this trip be considered under the educational tour privilege, thereby entitling me to five days of vacation leave with pay.

I sincerely hope for your kind consideration and favorable action on this request.

Yours truly,

TEOFANES A. PATINDOL
Director

Recommending Approval:

RENEZITA S. COME
Dean, FFES

ROTACIO S. GRAVOSO
VP, Academic Affairs

Approved:

PROSE IVY G. YEPES
President, VSU



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Page 1 of 1
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