

October 24, 2024

**PROSE IVY G. YEPES**  
President  
Visayas State University  
VISCA, Baybay City, Leyte

Thru:

**ROTACIO S. GRAVOSO**  
Vice-President for Academic Affairs

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RECEIVED  
10/25/24  
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Dear Dr. Yepes:


I have been teaching Afro-Asian Literature in my English II classes for twenty-four years now. I am thankful for this opportunity for it allows me to pass on to my students what I have learned in my studies in college and in graduate school. Aside from formal studies and readings, however, I also believe that cultural immersion by staying in a locality or through travel is a vital component in learning literature. It is for this reason that I am applying for an educational tour/leave of three days to be able to visit our Asian neighbor, the Republic of China (Taiwan). Aside from this, I would also ask for the authority/permit to travel outside the country from October 30, 2024, until November 4, 2024. I think this is the only time for me to join the tour because I am devoting my summer break to my dissertation writing. I will not be asking for any financial support from the university except for the educational leave that I am applying for. As for the classes that I am going to miss, I will be leaving a set of exercises and assessment to my student teachers for the lessons that I am going to discuss before my leave. The answers to the learning tasks will then be discussed upon my return.

Your kind consideration on this request will be greatly appreciated.

Very truly yours,

  
**SALVADOR M. CATRE, JR.**  
Faculty

Noted by  
  
**LEO A. MAMOLO**  
Principal, VSUIHS

  
**BAYRON S. BARREDO**  
Dean, CoEd

Recommending Approval:

  
**ROTACIO S. GRAVOSO**  
VP, Academic Affairs

Approved:

  
**PROSE IVY G. YEPES**  
President