

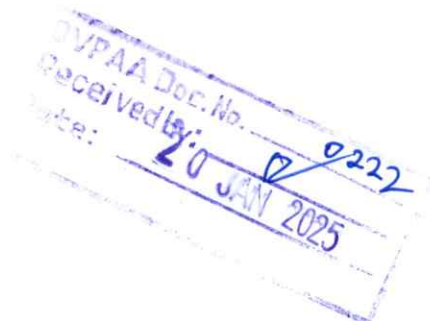
17 January 2025

Prof. PROSE IVY G. YEPES, Ed.D.

President

Visayas State University

THROUGH: **Prof. ROTACIO S. GRAVOSO, Ph.D.**
Vice President for Academic Affairs



Dear **President Yepes**:

14 to 20 10 to 14 2025, as well as the issuance of a Travel Authority for my trip to South Korea from February 7 to 16, 2025.
Feb 14 to 25, 2025

This trip includes visits to important cultural and heritage sites in South Korea, which will broaden my personal perspectives as a young unit manager of the university. Exposure to South Korea's rich cultural heritage and advanced institutional practices can inspire new ideas and approaches that align with the university's mission of excellence in global engagement and innovation.

Additionally, this trip serves as an opportunity to recharge and refocus, allowing me to efficiently handle the tasks and responsibilities designated to me for 2025.

I assure you that all necessary measures will be taken to ensure that my current duties and responsibilities are managed in my absence. Upon my return, I am committed to sharing insights and best practices gained from this travel to further benefit the VSU community.

Thank you very much for considering this request. Should you require additional documentation or clarification, I am more than willing to provide them.

Very truly yours,


ULDERICO B. ALVIOLA, PhDS
DDC Head

Noted:


SUZETTE B. LINA, Ph.D.
Dean of the Faculty of Agriculture and Food Science

Recommending Approval:


ROTACIO S. GRAVOSO, Ph.D.
Vice President for Academic Affairs

Approved:


PROSE IVY G. YEPES, Ed.D.
University President

subject to existing University
policies