

NAME
Address
City
State
Zip
Phone
Fax
E-mail
Web
Salary (Monthly)
Salary (Annual)
Salary (Hourly)
Salary (Daily)
Salary (Weekly)
Salary (Bi-weekly)
Salary (Quarterly)
Salary (Semi-annually)
Salary (Annually)
Salary (Other)



DEPARTMENT OF
ARTS, LANGUAGES &
LITERATURE

January 6, 2025
Dr. Prose Ivy G. Yepes
President
Visayas State University
Baybay City, Leyte

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

Doc. No. 0038
Received by: 08 JAN 2025

Dear Dr. Yepes:

I am writing to respectfully request your approval for a **5-day leave from January 10 to 18, 2025, to participate in an educational tour in Vietnam**. This opportunity has come about through an invitation from friends I've known since college. It is a rare occasion for me to travel abroad, and I believe it will provide valuable experiences and perspectives that I can bring back to the classroom.

Rest assured, all my duties as an academic adviser and faculty member will be attended to prior to my departure. I will ensure that all obligations are taken care of, and any necessary arrangements will be made for the smooth continuation of my responsibilities.

I am looking forward to your favorable response to this request. Thank you very much for considering my application.

Very truly yours,

RHODORA A. BANDE
Associate Professor II

Noted:

MARIA VANESSA E. GABUNADA, Ph.D.
DALL, Head

GLENN G. PAJARES
Dean, FHSS

Recommending Approval:

ROTACIO S. GRAVOSO, Ph.D.
VP for Academic Affairs

Approved:

PROSE IVY G. YEPES, Ph.D.
VSU President

