



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
**BUSINESS AND
MANAGEMENT**

27 June, 2024

Dr. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Thru: DR. ROTACIO S. GRAVOSO
VP for Academic Affairs



Dear Dr. Yepes:

I am writing in connection with my previous request to seek approval for travel to Hong Kong from July 15-18. Initially, I planned to start my study leave on June 28, 2024 but due to unforeseen circumstances, my enrollment will be postponed to August 2024, thereby also postponing my study leave.

Considering my future studies at an international institution, I would like to apply for an educational tour abroad for 4 days during my travel to Hong Kong, with an additional day for my return to VSU, totaling 5 days. This opportunity would allow me to immerse myself in cross-country culture, enhancing my understanding of international dynamics. The learning will also allow me to widen my perspective in management. Such knowledge is crucial for relating to management concepts, particularly how they are applied in contexts different from the Philippines. Furthermore, as a teacher, the learnings can also serve as examples for class discussion to further widening the perspective of students in an international context.

Please be assured that I am fully committed to adhering to all the rules and regulations of the country I visit. I will also ensure that my absence will not affect my responsibilities and commitments at the university.

Furthermore, I would like to clarify that I will personally cover all expenses related to this educational tour, and no university resources will be utilized for this purpose.

I appreciate your support for this request. Thank you very much.

Sincerely,

GIDEON NIEL D. TAN
Assistant Prof II



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Recommending Approval:

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Head, DBM

LILIAN B. NUÑEZ
Dean, CME



Recommending Approval:

ROTACIO S. GRAVOSO
VP for Academic Affairs

Approved:

PROSE IVY G. YEPES
President

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