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SAYAS
E UNIVERSITY**PLANNING AND
DEVELOPMENT
OFFICE**

August 29, 2025

Dr. PROSE IVY G. YEPES
President
Visayas State UniversityDear **Dr. Yepes**,

Good day!

I respectfully request approval to avail of an educational tour from December 17–23, 2025, a privilege granted to faculty and staff through UAdCo Resolution No. 27, Series of 2008. During this period, I intend to join an international educational tour in Hong Kong with my family.

This activity will not only support my holistic well-being and work-life balance but also provide valuable opportunities to learn from the country's culture, traditions, systems, and facilities. Insights and best practices gained from this tour may be benchmarked and potentially applied to strengthen our initiatives at the University.

I fully recognize that this period coincides with the busy year-end schedule of the University. Rest assured, I will accomplish my tasks in advance, coordinate closely with colleagues, and take the necessary measures to ensure a smooth workflow during my absence. I am likewise committed to catching up immediately upon my return.

I hope for your kind consideration and approval of this request.

Thank you in advance for your understanding and support.

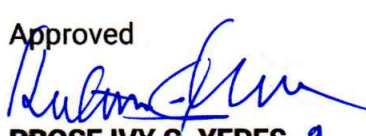
Sincerely yours,


TONI MARC L. DARGANTES
Planning Officer III

Recommending Approval:


GLENN G. PAJARES
VP for Planning and Development

Approved


PROSE IVY G. YEPES
President

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Page 1 of 1
FM-VSU-03
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