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October 14, 2025

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

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

Dear Dr. Yepes;

Greetings!

I am writing to avail myself of the **5-day Educational Tour leave** and, in line with this, to request the issuance of an **Authority to Travel Abroad**.

I will be traveling to Thailand on **December 7–10, 2025**. While the trip is primarily for personal purposes, it likewise presents an opportunity for meaningful cultural exposure and academic enrichment. As I am currently handling The *Contemporary World* course, this international experience will allow me to gain firsthand insights into Thailand's culture, traditions, governance, and regional integration. These learnings will be highly valuable in supplementing classroom discussions, providing my students with a richer and more practical understanding of Southeast Asian contexts, and strengthening the University's commitment to global awareness and internationalization.

Rest assured that this travel will not impede the performance of my official duties and responsibilities. I shall make the necessary arrangements to ensure continuity of work and full compliance with University policies and government regulations pertaining to leave and travel abroad.

Thank you very much for your support and consideration. More power!

Respectfully,

  
**IANVIE NOREEN A. MIAGA**  
Faculty, DPSS

Noted:

  
**MARY ANN G. COBICO**  
Head, DPSS

  
**MARIA VANESSA E. GABUNADA**  
Dean, FHSS

Recommending Approval:

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

Approved:

  
**PROSE IVY G. YEPES**  
VSU President

subject to compliance  
existing policies