



April 25, 2024

ATTY. ALIZEDNEY M. DITUCALAN, JD, LLM
Chancellor
This University

Approved.



Thru: PROF. ROHANE M. DEROGONGAN, PhD
Vice Chancellor for Student Services
This University

*Subject to
CMO 63
compliance
Please
see OSDS
foray.*

Subject: Request for Travel Authority of PhilDev Scholars to attend the Leadership Enhancement and Attitude Development (LEAD) Workshop and for them to be Excused from the Class on May 3 – 7, 2024.

Dear Chancellor Ditucalan:

The Philippine S&T Development Foundation-Manila, Inc. (Phildev Foundation) invited the six (6) MSU-IIT PhilDev scholars to attend the LEAD Workshop on 3-7 May 2024 at Villa Cascada Farm Resort in Claveria, Misamis Oriental. Please see attached invitation letter from PhilDev. PhilDev Foundation will provide travelling expenses, accommodation, meals and travel insurance.

Moreover, **Ms. Rubelyn Bartolata** will chaperone the MSU-IIT PhilDev scholars during the workshop.

In view of this, we would like to request for Travel Authority of the scholars and Ms. Bartolata for the said workshop and that the scholars will be excused from their classes on the said dates and Ms. Bartolata be on official time.

Thank you and looking forward for your favorable action on this request.

Attached is the invitation letter.

Very truly yours,

4/25/24
PROF. JOCELYN P. VILELA
Head

Ms. Ruby,

*Please see OSDS
for the students
to comply the
CMO 63. foray.*