





## INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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October 11, 2022

Dr. Edgardo E. Tulin President Visayas State University Baybay City, Leyte

Thru: Dr. Daniel Leslie S. Tan

Chairman, Administrative Scholarship Committee

Dear Dr. Tulin,

As part of the 2022 Employee Development Plan, I would like to recommend two ITEEM administrative staff to attend the 4th Quarter 2022 Personnel Officers Association of the Philippines, Inc. (POAP) Trainings:

Staff		Program Title	Date/Venue
1.	Cecilio M. Benitez	Attaining Work-Life Balance and Productivity	November 9-11, 2022
2.	Elvira B. Gorre		Great Eastern Hotel

This is a great opportunity for the staff to capacitate themselves with knowledge and skills competencies, motivation, and job satisfaction. The training will serve as an encouragement to our staff after the pandemic and give them a break from their working environment.

The training fee will cost SEVEN THOUSAND PESOS (P7,000.00) per person which will cover the training kit and meals (6 servings of snacks and 3 servings of lunch).

Looking forward to your favorable action on this recommendation.

Thank you very much.

Very truly yours,

SPINOSA , Director

Recommending Approval:

**DANIEL LESLIE S. TAN** VP for Admin & Finance

Approved by:

**EDGARDO E. TULIN** President



VSU's Vision:

A globally competitive university for science, technology, and environmental conservation. VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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