



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 2. Elvira B. Gorre | Attaining Work-Life Balance and Productivity | November 9-11, 2022 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,


ELIZA D. ESPINOSA
Director
10/11/22

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin & Finance

Approved by:

EDGARDO E. TULIN
President