



December 9, 2021

Dr. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

The Department of Forest Science (DFS) is planning to hold and celebrate a Christmas Party on Tuesday dated December 14, 2021, at the Department's Function and Audio Visual Room from 11:00 AM – 5:00 PM. This is done to develop camaraderie among the faculty and staff and at the same time plan for possible activities to conduct for the year 2022. Rest assured that standard health protocols such as hand washing, social distancing, and wearing of facemasks will be strictly implemented following OP Memorandum circular # 127 series of 2021 and E.O. # 126 of Baybay City dated November 18, 2021. Hence, this request was made.

Attached are the lists of participants and a copy of their corresponding vaccination cards.

Hoping for your favorable response in this regard.

Very respectfully yours,

Dr. ANATOLIO N. POLINAR

Head, DFS

Recommending approval:

Dr. ELWIN JAY V. YU

Head, VSU Hospital/USHER

Approved:

Dr. EDGARDO E. TULIN

President

VSU