



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

September 11, 2023

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

Thru: Dr. Daniel Leslie S. Tan
VP for Administration & Finance and
Chairman, VSU Non-Academic Personnel Board

Dear Pres. Tulin:

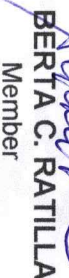
The Department of Agronomy Non-Academic Personnel Committee would like to recommend Ms. Gretchen Mae M. Prado, the department's laboratory technician to attend an online seminar to be conducted by the Philippine Alliance of Laboratory Equipment Users (PALEU) with the theme "Innovation to meet the Laboratory of the Future" at St. Paul University, Quezon City on September 28 – 29, 2023. PALEU regularly gives updates and seminars on designs, regulations, and optimization of the laboratory. The active participation in this seminar will allow her to acquire knowledge of the future design of laboratory setups. Besides, Ms. Prado might improve the Laboratory Quality Management System in compliance with international standards and impart knowledge in achieving global excellence in our laboratory management and operations.


In this light, we would like to request financial assistance from your good office for her two-day attendance amounting to Php1,300 per non-member participant who will take part in the said online seminar.

Thank you very much and we are hoping for your approval of this request.

Very respectfully yours,

DA Non-Academic Personnel


BERTA C. RATILLA
Member


NELLO D. GORNE
Member


ED ALLAN L. ALCOBER
Member

DIONESIO M. BAÑOC
Chairman & Head DA

Noted:

VICTOR B. ASIO
Dean, CAFS

Recommending Approval

DANIEL LESLIE S. TAN
VP for Administration & Finance

Approved:

EDGARDO E. TULIN
President

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