

November 7, 2023

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **VPAF**
VASC

Dear **Dr. Tan**,

We are pleased to recommend **Ms. Shaira B. Manapsal, Agricultural Technician I**, to travel on November 27 to December 8, 2023 at Bacolod City, Negros Occidental to attend the "Video Production Training" facilitated by ACCESS Agriculture in collaboration with UPLB Institute of Agroforestry and Philippine Agroforestry Education and Research Network (PAFERN).

The video production training will serve as a capacity-building activity for partners in the Philippines so they can produce high-quality videos aimed at small-scale farmers. This is a great opportunity to not only improve and enhance her basic video production skills but also for her to be immersed to the community and share to Visayas State University what she learned from this training, thus, contributing to superior organizational performance.

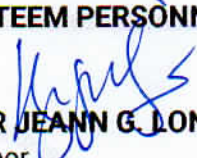
Furthermore, the travel expenses (fare, food, accommodation, etc.) for this 2-week training course will be shouldered by ACCESS Agriculture and as per the Philippines Coordinator & Local Engagement Liaison Officer of the said organization, she is expected to arrive at Bacolod City on November 26, 2023 and will return on December 9, 2023.


We hope this request merits favorable action from your office. Thank you very much for your continued support.

Thank you very much.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:


KLEER JEANN G. LONGATANG
Member


ANGELITA B. ORIAS
Member


TEOFANES A. PATINDOL
Chairman/ITEEM Director

Recommending Approval:

DENNIS P. PEQUE
Dean, College of Forestry and Environmental Science (CFES)