



15 November 2022

DR. EDGARDO E. TULIN

President

Visayas State University
Baybay City, Leyte

Dear **Dr. Tulin**:

Greetings!

I would like to respectfully request your approval for a 5-day leave that I will devote to an educational tour of the Holy Land from 1-12 December 2022. I have already obtained the approval of my immediate supervisor regarding the arrangement for classes that I will miss during the period (please refer to the attached document).

Thank you so much and I hope for your favorable action on this request.

Very truly yours,

FE M. GABUNADA
Professor, Eco-FARMI

Recommending Approval:

DHENBER C. LUSANTA
OIC Director, Eco-FARMI

Approved:

EDGARDO E. TULIN
President

