

PERSONNEL OFFICE

2/F Administration Building Villaba, Levte Philippines Cellphone: +639088720036 Email: villaba@vsu.edu.ph

Website: www.vsu.edu.ph

August 18, 2022

DR. EDGARDO E. TULIN University President Visayas State University Visca, Baybay City, Levte

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Visayas State University Visca, Baybay City, Leyte

Sir:

Good day!

This refers to the letter from the Association of Government Accountants of the Philippines (AGAP), Inc. inviting our staff to attend the annual convention-seminar with the theme "Navigating the Challenges of Financial Technology and Digital Transformation" via a virtual platform with the registration fee of ₱4,000 per participant.

In this connection, we would like to request for Ms. Daphne Laine D. Ayo, Admin. Asst. IV (Accounting In-Charge) and Ms. Phyllis Faye D. Giva, Admin. Aide III (Cashier Assistant) to attend the said seminar on the schedule stated above.

Thank you and more power.

Very truly yours,

Member

Member

Member

YOCTE Member

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN University President

Page 1 of 1

FM-VSU-03

v0 05-04-2020