



May 09, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

THRU: **DR. DANIEL LESLIE S. TAN**

VP for Administration and Finance;

Chairperson, Administrative Scholarship Committee

Dear **Dr. Tulin**,

As part of the 2023 Employee Development Plan of ISRDS, I would like to recommend the following ISRDS staff to attend the POAP face-to-face training titled "*Personality Development and Developing Customer Satisfaction*" which will be conducted on June 13-16, 2023 at the A&A Plaza Hotel, Puerto Princesa, Palawan:

1. **Ms. Rhea Angelie F. Dayondon**, Administrative Aide III
2. **Mr. Ernesto A. Gonzaga, Jr.**, Administrative Aide VI

This training is a great opportunity for VSU to capacitate its administrative staff with knowledge, skills, and competencies necessary in the performance of their functions. Equally important is the increase in the staff's job satisfaction levels and motivation to do better in their respective jobs. The training will also give them a break from their working environment.

The training fee is seven thousand five hundred pesos (PhP7,500.00) per person which will cover training kit and meals (6 servings of snacks and 3 servings of lunch).

Kindly see the attached communication from the Personnel Officers Association of the Philippines, Inc.

Looking forward to your approval of this request.

Thank you so much for being ever supportive of our programs and projects.

Very truly yours,

LILIAN B. NUÑEZ
Director, ISRDS

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

DANIEL LESLIE S. TAN
VP for Administration and Finance;
Chairman, Administrative Scholarship Committee

Approved:

EDGARDO E. TULIN
President