



June 10, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

THRU: **Dr. Daniel Leslie S. Tan**  
Vice President for Administration and Finance

Dear Dr. Tulin:

Greetings!

Prof. Allan A. Ramal, the Chairman of Trainings, Programs and Socials Committee of the Department of Pure and Applied Chemistry (DoPAC) as endorsed by Dr. Elizabeth S. Quevedo, Head of DoPAC shared their plan to conduct a Chemistry Undergraduate Research Symposium. Thus, verbally approached and requested this office to facilitate the said activity.

In view of this, I would like to ask for your approval to allow this office to facilitate the conduct of this symposium on June 30, 2022 at the Continuing Center for Education. Attached is the proposed training design of this activity charged to Staff Development Fund.

Hoping for your favorable action on this request.

Very truly yours,

**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS

**DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN**  
President, VSU



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A globally competitive university for science, technology, and environmental conservation.  
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Page 1 of 1  
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