



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR

**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

06 November 2023

Dr. Daniel Leslie S. Tan

Officer in-Charge

VSU, Visca, Baybay City, Leyte

Dear **Dr. Tan**,

The ISRDS staff feel the need to undergo the team building process not only to find a respite from our busy lives in the workplace and to foster closer friendships, but also to improve our motivational levels in our respective roles in the unit, college, and university.

We have agreed to conduct our team building activity on November 10-11, 2023 at the VSU main campus not only to minimize expenses but also to ensure perfect attendance of the ISRDS staff. We have postponed the activity three times due to pressing demands of our work. Postponing it further is not possible considering that we have upcoming official events until the end of the year apart from holding regular classes and preparing for the final examinations in early December.

Your favorable response to this request is highly appreciated.

Thank you very much for being ever supportive of the professional and personal development of the VSU staff.

Very truly yours,


LILIAN B. NUÑEZ
Director

Approved:

DANIEL LESLIE S. TAN
Officer in-Charge



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