



3 March 2022

Dr. Edgardo E. Tulin
President
Visayas State University

Through: **Dr. Daniel Leslie S. Tan**
VP for Admin & Finance and Chairperson, VASC

Sir:

This is in connection with National Archives of the Philippines (NAP) invitation to conduct a Virtual Seminar-Workshop on Records Disposition Administration to be held on April 25-29, 2022, 8:00am – 12:00nn via Video Conference (Zoom).

This seminar workshop is designed to provide government personnel with the knowledge and skills needed in implementing required standard policies on records disposition. The training will involve lectures, workshops, and open forum discussions. A seminar fee of Php 3,900.00 per participant will cover e-certificates and other logistics.

In view of this, I would like to recommend the following staff to attend this webinar, to wit:

1. Mr. Virgilio C. Acilo
2. Mr. Alex P. Bagarinao

Further request that registration fee will be charged to the faculty and staff development fund.

Hoping for a favorable action to this request.

Very truly yours,

MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives

Noted:

RYSAN C. GUINOCOR
OIC Director, Administrative Services

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance &
Chairman, VASC

Approved:

EDGARDO E. TULIN
President