



March 31, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City

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

Vice-President for Administration and Finance

Dear Sir:

Good day!

We would like to express our gratitude to the whole VSU system management for the very active leadership in motivating all our workforce to gear towards the achievement of the university's vision, mission and goals. Our institutional performances, accreditation, awards and recognition are the tangible proofs that everyone takes each part in the journey of VSU in attaining desired outputs and objectives.

With this, we, the personnel of the Office of the Cashier felt the need to reevaluate our skills, strengths and weaknesses to ensure that our team is set up to work together and collaborate effectively through promoting a good working relationship, communication and teamwork.

In this connection, we would like to request your kind office to allow us to held a one day team building activity on May 2, 2022 with pay. We are also willing to shoulder all the expenses related to this activity. Moreover, we need to find a different venue outside the office to help us conduct and enjoy the prepared set of team activities. It is our great desire that this one day activity will help us get to know each other better, promote sharing, understanding and to encourage one another to work as one team in attaining our office targets and goals.

Rest assured that we will coordinate with the different offices and departments for them to process their needed documents for payment before the said date. In addition, we will still be assigning few personnel to cater the transactions and documents during that day.

Hoping for your very kind consideration and approval to this request.

Thank you very much.

Respectfully yours,


QUEEN-EVER Y. ATUPAN
Head, Office of the Cashier