



August 19, 2022

ATTY. RYSAN C. GUINOCOR
Director for Administrative Services
Visayas State University
Baybay City, Leyte

Dear Atty. Guinocor:

Good day.

We would like to recommend the following cash office personnel to attend COA training on Cash Management and Control System, as follows:

Name of personnel	Schedule of Training
1. QUEEN-EVER Y. ATUPAN	September 26-28, 2022
2. DAHLIA R. ARPOCEPLE	September 26-28, 2022

We really felt the need to attend this training because both of us are new in the cash office and we have not attended this course yet.

Hope for your kind approval to this request.

Thank you very much.

Very truly yours,

QUEEN-EVER Y. ATUPAN

Head, Office of the Cashier

Approved by:

ATTY. RYSAN C. GUINOCOR
Director for Administrative Services