



April 04, 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**Through: Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte


Dear Sir:

I request approval from your office to have a team building with the faculty and staff of the Department of Agronomy at KaleaKai Beach House, Lower Villa Jacinta, Macrohon So. Leyte, on May 11 – 12, 2023. This activity will foster stronger relationships among faculty and staff, improve communication effectiveness and ignite the spirit of achievement to achieve performance excellence.

In this connection, I am requesting a 2-day official time for the faculty and staff involved on the date mentioned above, as well as a university vehicle.

Thank you very much for your support.

Respectfully yours,

  
**RUTH O. ESCASINAS**  
Head, Department of Agronomy

Endorsed by:

**VICTOR B. ASIO**  
Dean, CAFS

Recommending Approval:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**EDGARDO E. TULIN**  
President