



**VISAYAS**  
STATE UNIVERSITY

## ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

May 25, 2023

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

Thru: **Dr. Maria Juliet C. Ceniza**  
VP for Research, Extension and Innovation

Dear **Dr. Tulin**:

The Ecological Farm Resources and Management Institute (Eco-FARMI) will conduct a team building at Molopolo, White Sand Beach Resort, Liloan, Southern Leyte on June 4-5, 2023. The purpose of this activity is to enhance the camaraderie of our faculty and staff and to share common views on how we can contribute to the university's development.

In this regard, we would like to request permission from you to allow us to do such an activity on official time. We would also request to use the university vehicle and request that diesel be charged to the Vermiculture and Seedbank C Projects of Eco-FARMI.

Very truly yours,

**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Recommending Approval:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

Approved:

**EDGARDO E. TULIN**  
President