



February 15, 2024

DANIEL LESLIE S. TAN
OIC President
Visayas State University
Baybay City, Leyte

THRU: **DR. EDGARDO E. TULIN**
Chairman, Administrative Scholarship Committee

Dear **Dr. Tulin**,

As part of the 2024 Employee Development Plan, I would like to recommend the following ISRDS staff to attend the 2024 Face-To-Face Training Programs, Talakayan and Personnel Officers Association of the Philippines, Inc. (POAP) National Conference as follows:

Staff	Program Title	Date/Venue
Rhea Angelie F. Dayondon	Attaining Work-life Balance and Productivity	July 9-12, 2024 Puerto Princesa, Palawan

This is a great opportunity for the staff to capacitate them with knowledge and skills competencies, motivation and job satisfaction. The training will serve as an encouragement to our staff after the pandemic and give them a break from their working environment.

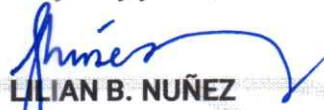
The training fee will cost SEVEN THOUSAND PESOS (P7,500.00) per person which will cover training kit and meals (6 servings of snacks and 3 servings of lunch).

Kindly see attached communication from the Personnel Officers Association of the Philippines, Inc.

Looking forward to your favorable action on this matter.

Thank you.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS