



January 19, 2023

Dr. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

I want to request approval from your office to travel to our prospective reputable Host Training Establishment (HTE), Gold Farm, Can-ipa, Baybay City, Leyte and Rosillo's Farm, Kilim, Baybay City, Leyte on February 6, 2023, for assessment, and to forge possible linkage with the firm for the On-the-Job Training program for this 2023 Midyear Classes.

In this connection, I am asking for an official time and a university vehicle for the faculty involved.

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