



April 4, 2022

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

**Dear Dr. Tulin:**

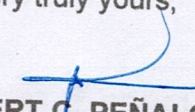
The faculty and staff of the Department of Business and Management (DBM) are organizing a team building activity on April 21 and 22, 2022 in Tanauan, Leyte. This is a two-day "away from the office" activity filled with fun and reflections to muster camaraderie and teamwork among each other as part of our HR strategy to remain productive and revitalize intellectual energy after more than 2 years since the pandemic has started.

In this activity, there will be games necessary for the team's holistic growth. We, assure you that during this event health protocols will be properly observed, and restrictions on activities that have physical contact will not be permitted.

In this connection, may we be allowed to hold the said activity on the specified date on official time. Moreover, we would like to request that the university bus will be free of charge and other expenses incidental (fuel, per diem) to the conduct of the activity shall be charged to our own/personal funds.

Thank you for your favourable action on this request, and hope that you are with us in this endeavour.

Very truly yours,

  
**BERT C. PEÑALOSA**  
OIC, Dept. Head

Recommending Approval:

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

Approved:

**EDGARDO E. TULIN**  
President