



VISAYAS
STATE UNIVERSITY



**ADVANCED RESEARCH
AND INNOVATION CENTER**

July 4, 2023

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

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration & Finance

Dear Dr. Tulin,

The faculty, research/administrative staff and laborers of the Advanced Research and Innovation Center and Department of Biotechnology are planning to hold a team building, with your permission on July 21-22, 2023 in Biliran Island.


In view of this, we would like to request one (1) VSU bus for our transportation. We will shoulder the fuel cost and per diem of the driver.

May this request merit your kind approval.

Respectfully yours,


SARAH JEAN C. SUGANO
Instructor


LOUR FRANZ M. GABUNADA
Head, Dept. of Biotechnology


MA. THERESA P. LORETO
Director, ARI Center

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
University President