



May 24, 2022

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

**Dear Dr. Tulin,**

Greetings!

We would like to request permission to conduct a one (1) day team building on June 3, 2022 (Friday) at GAB Water Park Resort, Javier, Leyte with OVPAA, ODIE, and OHIMD staff. The purpose of this team building activity is to strengthen the camaraderie and nurturing inter-personal relationships with each other.

In addition, we would like to request that we can use the VSU Hyundai Aircon Bus for our transport.

Hoping for your approval on this humble request.

Thank you very much.

Very truly yours,

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs