



**VISAYAS**  
STATE UNIVERSITY

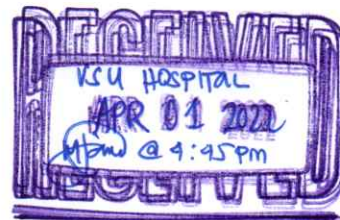


**LSU-ADMINISTRATIVE PERSONNEL  
ASSOCIATION**

Visayas State University (VSU)  
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April 1, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University



Dear Sir,

The Administrative Personnel Association (ADPA) was not able to hold its General Assembly on Dec. 16, 2021 due to the unforeseen occurrence of typhoon Odette. In this regard, we would like to seek approval from your office to allow us to hold our General Assembly on April 22, 2022 at 10:00 am, RDE Hall together with the other members from satellite campuses. We are expecting around 215 participants to hold the general assembly. The ADPA officers will see to it that only members who are fully vaccinated will be allowed to attend and to strictly observe proper health protocols such as wearing of facemasks and social distancing of 1 meter apart. We will request assistance from the University Health, Emergency and Rescue Services (USHER) and the Office of the University Disaster and Risk Reduction Management (OUDRRM) to monitor the members' temperature and vaccination cards, respectively.

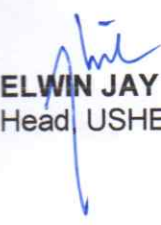
The association will have its election for the new set of officers and discuss relevant issues for the improvement and betterment of the association and its members. As Chairman of the association, I would like to request approval from your office that ADPA members will be excused from the regular office works during this day and be allowed to attend the assembly. In addition, I would like to request that we will be exempted from paying the rental of the venue. Rest assured that the caretakers will be given due remuneration.


Thank you and looking forward to your favorable response on this matter.

Respectfully yours,

  
**CONNEL D. ANTIPASO**  
Chairman

Recommending Approval:

  
**ELWIN JAY V. YU**  
Head, USHER and Chair, IATF-VSU

  
**DANIEL LESLIE S. TAN**  
Vice President for Admin & Finance

**APPROVED:**

**EDGARDO E. TULIN**  
University President



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**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge  
and innovative technologies for sustainable communities and environment.

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