



April 20, 2022

**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

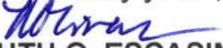
Dear Sir:

I would like to request approval from your office to have a team building with the faculty and staff of the Department of Agronomy to Myrlan Beach Resort, Lower Villa Jacinta, Macrohon So. Leyte on May 12-13, 2022. This activity will foster stronger relationships among faculty and staff, improves communication effectiveness and ignites the spirit of achievement to achieve performance excellence.

In this connection, I am asking for a 2-day official time of the faculty and staff involved on the above - mentioned date as well as university vehicle.

Thank you very much for your support.

Respectfully yours,

  
**RUTH O. ESCASINAS**  
Head, Department of Agronomy

Endorsed by:

**VICTOR B. ASIO**  
Dean, CAFS

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

Approved:

**EDGARDO E. TULIN**  
President