



August 01, 2023

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

Thru: **Dr. Daniel Leslie S. Tan**
Chairman, Administrative Scholarship Committee and
VP for Administration and Finance

Dear **Dr. Tulin**,

Greetings!

The Personnel Officers Association of the Philippines, Inc. (POAP) announces its Training Calendar for 2023. The topics are relevant to their goals of achieving improved productivity and effective delivery of services. POAP also provides human resource development, organizational revitalization consulting and employment support. As part of the Employee Development Plan of the university, every employee has to be subjected to opportunities and support systems for their progress and career development.

In this regard, I would like to nominate **Mr. Clemente N. Maraňan Jr.**, Administrative Aide I of Agronomy to attend the training on **"Frontline and Excellent Customer Service"** on October 10-13, 2023 at Philtown, Cagayan De Oro City charge to faculty and staff development fund. This will be a great opportunity for him as one of our frontliners in the center. This is to capacitate him with knowledge and skills competencies, as well as motivation and job satisfaction.

The training fee will cost SEVEN THOUSAND FIVE HUNDRED PESOS (P7,500.00) per participant which will cover the training kit, certificate of appreciation, certificate of appearance, city tour in the afternoon (Day 4) and meals (7 servings of snacks and 3 servings of lunch). Lodging allowance, breakfast, dinner and transpo fares are not included.

Kindly see attached communication from the Personnel Officers Association of the Philippines, Inc.

I am hoping for your kind consideration on this matter. Thank you very much.

Very truly yours,


DIONESIO M. BAÑOC
Department Head, DA

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
President