



May 18, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. MARIA JULIET C. CENIZA**  
VP for Research, Extension and Innovation

Dear **Dr. Tulin**:

The Ecological Farm and Resource Management Institute (Eco-FARMI) will conduct a team building at Canigao Island, Matalom, Leyte on May 27-28, 2022. The purpose of this activity is to enhance the camaraderie of our faculty and staff and to share common views on how we can contribute to the university's development. Another significant highlight on this activity is on how we revisit the RDEI agenda and programs under our Institute (as stated on the letter addressed to Prof. Velarde, dated April 5, 2022).

In this regard, we would like to request permission from you to allow us to do such an activity on official time and to use a university vehicle.

Very truly yours,

**DHENBER C. LUSANTA**

OIC Director

Recommending Approval:

**MARIA JULIET C. CENIZA**

VP for Research, Extension and Innovation

Approved:

**EDGARDO E. TULIN**

President