



June 14, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**:

Greetings!

I am writing this letter to express our plans in the Department of Pure and Applied Chemistry to conduct a team building activity.

For the growth of our career, we believe it is extremely important to strengthen our relationship with each other in the department. Furthermore, this activity will also help us to be more productive and efficient at work.

During the team building activity, a few outdoor games will be conducted for more fun and memorable social interaction. In addition, each member will be asked about their experience as an employee of DoPAC. They can also share their suggestions and comments on how to deliver better performance at work.

In view of this, I would like to ask for your approval to allow this office to conduct our team building on June 17-18, 2022 at Blue Deep Resort, Padre Burgos, Southern Leyte.

Hoping for your favorable action on this request.

Very truly yours,

ELIZABETH S. QUEVEDO

Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved:

EDGARDO E. TULIN

President