



March 10, 2023

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

*Thru:* **Dr. Daniel Leslie S. Tan**  
Chairman, Administrative Scholarship Committee

Dear **Dr. Tulin**,

As part of the 2023 Employee Development Plan, I would like to recommend **Ms. Elvira B. Gorre**, the Administrative Assistant of the Institute, to attend the **POAP Training Program** on "**Managing Government Records and HRIS**", scheduled on April 18–21, 2023, at Hotel Veniz, Baguio City.

I find this training an opportunity for Ms. Gorre to capacitate herself with additional recent knowledge and skills on the subject matters beneficial to the Institute, especially on HRIS management. This training will also serve as an encouragement to the University's administrative manpower giving them a break from the work environment after the pandemic.

Looking forward to your favorable action on this matter.

Thank you very much.

Very truly yours,

**ELIZA D. ESPINOSA**  
Director

**Recommending Approval:**

**DENNIS P. PEQUE**  
Dean, College of Forestry and Environmental Science (CFES)

**DANIEL LESLIE S. TAN**  
VP for Admin & Finance

**Approved by:**

**EDGARDO E. TULIN**  
President

c.c.: CFES, OVPAF