



March 10, 2023

EDGARDO E. TULIN

President

Visayas State University

THROUGH: **ALELI A. VILLOCINO**
Vice-President for Students Affairs and Services
Visayas State University

Dear Dr. Tulin:

The VSU Civic Welfare Training Service (CWTS) class/training every Saturday from 8:00am to 11:00am in the VSU Gymnasium. However, due to unavailability of the venue (the VSU-Gym) on March 18, 25, and April 1, 2023, the classes will be disrupted; thus, schedules will be missed.

In this connection, may we request for your kind approval that we will conduct a whole-day formation tomorrow, March 11, 2023 to cover up training days that will be missed.

I hope this request merit your kind approval.

Thank you and more power.

Very truly yours,

JOY A. BELLEN

Director, NSTP Office

Recommending Approval:

ALELI A. VILLOCINO

Vice-President for Students Affairs
and Services

Approved:

EDGARDO E. TULIN

President