



24 October 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte  
Philippines

Dear Sir:

I would like to request for your approval that I will be allowed to go on educational and cultural tour to Negros on November 7 to 11, 2022 on official time only. The said tour is an opportunity for me to visit local places in Negros in order to enhance my perspective of their environment and culture. Such an activity would indeed afford me of a wider learning opportunities and most possibly improve my work effectiveness.

Thank you for your generous consideration.

Respectfully yours,

**LORNA B. ABAMO**

Admin Aide VI  
Department of Meteorology

Recommending Approval:

**CHARLIE S. ANDAN**

Head, Department of Meteorology

**JANNET C. BENCURE**

Dean, College of Engineering and Technology

Approved:

**EDGARDO E. TULIN**

President