

30 March 2022

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

Thru:

Dr. Daniel Leslie S. Tan
Vice-President for Administration and
Finance

Dear **Dr. Tulin**,

Good day!

This letter is to respectfully ask for your approval to allow us to play basketball by using the basketball facilities in the University.

We are a group of men working in VSU and we wish to have a sweat-off activity after office hours on Tuesday, Thursday and weekends. This is to burn calories, build endurance, improve balance and coordination, and develop concentration and self-discipline. The said health benefits would strengthen our physique and would help us to become more productive at work. Moreover, all of us are fully vaccinated.

Thank you. I hope for your approval and kind consideration on our request.

Truly yours,



ARTURO B. ALBA JR.
Administrative Aide III, IHK

Noted by:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance

Approved by:

EDGARDO E. TULIN
President