



November 4, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

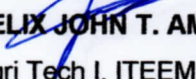
Thru: **DR. DANIEL LESLIE S. TAN**  
Vice-President for Administration  
and Finance

Dear Dr. Tulin,

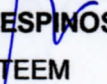
Greetings!

We apologize for the late recommendation of our Administrative Staff – **Felix John T. Amestoso** for the training/workshop entitled “**Short Course on Freshwater Biomonitoring**” conducted on November 3 – 7, 2022. Since the preparation period, they took the initiative to follow the PM-HRM-08 (Version No. 00 | November 12 2021) – the **Quality Procedure for the Approval of Learning and Development (L&D) of Administrative Staff**. Unfortunately, the forms mentioned in this Procedure are not applicable to the said staff. The Training Coordinator of ODHRM, **Ms. Caintic**, who also helped guide us with the process, cleared the confusion. In addition, the invitation letter was received before the suspension of work due to the Tropical Storm Paeng – which reduced the preparation time during regular office hours. We are hoping for your kind consideration regarding this matter.

Thank you and God bless!

  
**FELIX JOHN T. AMESTOSO**  
Agri Tech I, ITEEM

Noted by:

  
**ELIZA D. ESPINOSA, PhD**  
Director, ITEEM