



June 17, 2022

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

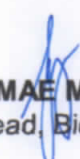
Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration & Finance

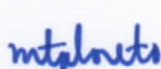
Dear Dr. Tulin,

We want to take this opportunity to inform your office that the faculty and staff of the Department of Biotechnology (DBt) and Advanced Research and Innovation Center (ARIC) will have a team-building on July 1-2, 2022. In view of this, we would like to request for a VSU Bus for our transportation. We will shoulder the fuel cost and per diem of the driver for the trip.

May this request merit your approval.

Respectfully yours,


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology


MA. THERESA P. LORETO
Director, ARI Center & Dean, CAS

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
President, VSU