



01 June 2022

**Dr. Edgardo E. Tulin**  
President  
VSU, Visca, Baybay City, Leyte

Dear **Pres. Tulin**,

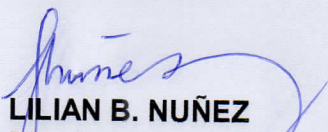
Thank you very much for the approval of our Team Building activity scheduled on June 10-11, 2022 including the use of a VSU vehicle for this purpose.

In our special meeting held recently, however, the ISRDS staff unanimously agreed to change the schedule to June 9-10, 2022 (Thursday and Friday) as there are three staff members who could not join the team due to other commitments. Moving our team building activity one day earlier will assure us of complete attendance among the staff.

We are seeking for your approval of our change in schedule from June 10-11, 2022 to June 9-10, 2022.

Thank you very much and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director

Approved:

**EDGARDO E. TULIN**  
President