



2 December 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 Tour with my family at Tagum Davao del Sur on the following dates: December 23, 26, 27, 28 and 29 of this year 2022. This activity will help me wider and learn new perspectives as I will see other places.

Thank you for your generous consideration.

Respectfully yours,

FELIX C. ABANERA

Admin Aide III
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