



March 17, 2023

**Dr. Edgardo E. Tulin**

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**

Chairman, NAPB

Dear Dr. Tulin,

This is to recommend the following personnel from the National Abaca Research Center (NARC) to attend the scheduled trainings to be conducted by the Personnel Officers Association of the Philippines (POAP), a CSC Accredited Learning and Development Institution. The aim for this particular training is to help administrative personnel in coping the new work situations under the new environment and it is expected that each participants are capacitated with knowledge and skills, competencies, motivation and job satisfaction in their respective workplace. The following personnel with their respective title of training, date and venue are as follows:


Name of Personnel	Title of Training	Date	Venue
Cielo F. Senara	Accounting for Non-accountants	July 25-28	Bohol Shore's Resort Hotel, Tagbilaran City
Ma. Zaida A Flores	Working Towards Personal Effectiveness	August 22-25	Eurotel, Boracay
Mike B. Paosanos	Building and Enhancing Negotiation Skills	October 24-27	Viven Hotel, Laoag City
Jen B. Posas	Employee Skill Enhancement and Supervisory Development Seminar	June 13-16	A&A Plaza Hotel, Puerto Princesa City, Palawan

They have not attended any trainings related to their respective assignments of which the identified training schedule will further improve these personnel's capability in carrying their respective duties and responsibilities.

Hoping for your favourable action to this request.

Thank you very much.

Very truly yours,

  
**ROMEL B. ARMECIN**

Director, NARC

Approved:

**EDGARDO E TULIN**

President