



January 9, 2023

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

Dear **Dr. Tulin**:

Greetings!

I would like to ask permission from your office that I may be granted to avail the Five Days "Educational Tour" privilege based on Memo Circular No. 18. S. 2009 on January 23-27, 2023.

On these dates, I will be in Manila together with my family. This is also a learning journey tour for me as well as to see the beautiful tourist attractions in Manila.

Hoping for your kind approval on this request.

Very truly yours,


MARILOU L. STA. IGLESIA
Administrative Aide III

Recommending Approval:


MARIA JULIET C. CENIZA
VP, Res., Extension & Innovation

Approved:


EDGARDO E. TULIN
President, VSU