



VISAYAS
STATE UNIVERSITY

BOR & UNIVERSITY SECRETARY

03 January 2024

DR. DANIEL LESLIE S. TAN
OIC President
Visayas State University
Visca, City of Baybay, Leyte

Dear **Dr. Tan**,

I would like to avail of the "educational tour privilege" as embodied in UADCO Resolution No. 7, s. 2008 this coming January 8-12, 2024.

This UADCO Resolution permits faculty and staff to go on an educational tour anywhere in the Philippines for up to a maximum of five (5) days on official time only.

On the dates indicated, I hope to visit some travel destinations in Iloilo.

Hoping for your kind approval.

Respectfully,

ANTONIETA CORAZON D. ISRAEL
Administrative Aide IV

Recommending Approval:

GUIRALDO C. FERNANDEZ, JR.
BOR & University Secretary

Approved:

DANIEL LESLIE S. TAN
OIC President