



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**BUSINESS AND  
MANAGEMENT**

November 13, 2023

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

000 NO  
2917  
4/13/2023

Thru: **DR. BEATRIZ S. BELONIAS**  
VP for Academic Affairs

Dear Dr. Tan:

The undersigned would like to ask permission from your office to avail of the "educational tour privilege" on December 22-29, 2023. On the said dates, I will be visiting tourist destinations in Southeast Asia and a great opportunity to unwind and learn from the things I could observe/visit.

This request anchored on UAdCo Resolution No. 7, s. 2008 which permits faculty and staff to go on an educational tour for a maximum of five (5) days on official time only.

Hoping for your positive response. Thank you for your valuable support.

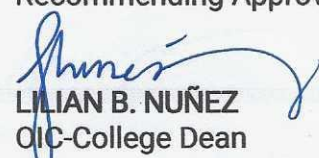
Sincerely yours,

  
**MARLON T. ANDRINO**  
Instructor, DBM

Endorsed by:

  
**MARK C. RATILLA**  
Head, DBM

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
OIC-College Dean

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC-President 010 11/15/23