



26 September 2022

Dr. Edgardo E. Tulin
University President
Visayas State University
Visca, City of Baybay, Leyte

Dear Pres. Tulin,

I would like to avail of the '*educational tour privilege*' as embodied in UADCO Resolution No. 27, s. 2008 this coming October 24-28, 2022.

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

On the dates indicated – we plan to visit the some of the cultural sights in Singapore.

Furthermore, I would like to request that I be issued an authority to travel for the purpose.

Thank you very much and hoping for your kind approval.

Respectfully,


VIVIAN V. BALBARINO
Administrative Officer III

Recommending Approval:


GUIRALDO C. FERNANDEZ
Board Secretary

Approved:


EDGARDO E. TULIN
President