



August 22, 2023

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

Thru: **Dr. Daniel Leslie S. Tan**
VP for Administrative and Finance

Dear Dr. Tulin,

The Department of Food Science and Technology, has an ongoing research project entitled "Improvement and Enhancement of Quality and Stability of Selected Dairy Products Processed by the Baybay Dairy Cooperative". One of the aligned activities of the project is learning visit to dairy cooperative/s with milking operation and dairy products processing on August 28 to September 4, 2023. The research team will be visiting the Rosario Livestock and Agriculture Farming Cooperative, Mavalor, Rosario, Batangas, a PCC-UPLB assisted dairy cooperative, Milka Krem at the City of Munoz, CLSU, Nueva Ecija and at Mountain High Dairy Cooperative, Baguio, Benguet.

In this regard, I would like to request permission for the staff who are non-member of the research team to grab this opportunity to have an educational tour of the abovementioned cooperatives and other places to be visited together with the research team. This activity aims to expose these staff to more advanced methods in processing operations as the knowledge that they will also learn can be of use to them not only in their related in research and extension activities but most importantly, in instruction more particularly of the staff who will be providing support to faculty handling laboratory subjects. In addition, through this activity, the support staff especially those providing laboratory support services will also be able to observe the procedures employed in a particular operation as well as expose them to cutting-edge tools and materials that can be useful to them in improving the laboratory facilities and in enhancing their services to the clientele. Educational tour for not more than five (5) days is allowable for faculty and staff as provided for in Par. E, Chapter 4, Book III of the BOR approved EMPLOYEES MANUAL OF VSU (Administrative Staff) and also in Book III of the BOR approved Faculty Manual, hence, this request.

All expenses of the staff who are not part of the research team but will be joining this trip as educational tour shall be personally shouldered by them as provided for the guidelines.

Below is the list of staff who will be joining the educational tour.

1. Ms. Pearl P. Vistal - Admin. Aide
2. Mr. Henry P. Modina - Admin. Aide
3. Ms. Keith Sedoripa - SRA

4. Ms. Kiana Marie Urbano - SRA
5. Mr. Arvin Villafuerte - SRA
6. Mr. Phillip Richard Sison - SRA


I hope this request merits your approval.

Thank you very much.

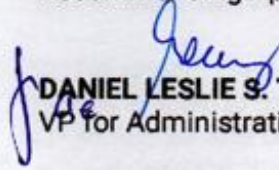
Very truly yours,


LYNETTE C. CIMAFRANCA
Department Head

Noted:


VICTOR B. ASIO
Dean, CAFS

Recommending Approval:


DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:


EDGARDO E. TULIN
President *o/c 8/25/23*

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.