



**VISAYAS**  
STATE UNIVERSITY

## OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE


January 16, 2024

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


Dear Dr. Tan,

I would like to request for Travel Authority to Bangkok, Thailand for an educational tour on January 30, 2024 until February 3, 2024. The travel is personal and will not entail cost by the university.

Very truly yours,

  
EDGARDO E. TULIN  
VP for Administration and Finance

Approved:

  
DANIEL LESLIE S. TAN  
OIC President




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ANABELLA B. TULIN  
University Professor

Approved:

  
DANIEL LESLIE S. TAN  
OIC-President