





December 1, 2023

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

Dear Dr. Tan,

Greetings!

I wound like to avail an "educational tour privilege" as embodied in UAdCo Resolution No. 7, s. 2008 this coming **December 13,14,15,18 & 19, 2023**.

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

On the dates indicated, I will visit some travel destinations in Luzon.

Hoping for your kind approval.

Respectfully,

JAIME A. CABALLERO

Admin, Aide III

Recommending Approval:

MARLON G. BURLAS Head, Motor Pool Services

Approved:

OIC, President

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