



VISAYAS
STATE UNIVERSITY



**PHYSICAL
PLANT OFFICE**

December 1, 2023

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

Dear Dr. Tan,

Greetings!

I would 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:


DANIEL LESLIE S. TAN
OIC, President