



August 2, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Dear **Dr. Tulin**:

I Carren Mae B. Vilbar, Administrative Aide IV from OHRSPPR, would like to ask for your permission for me to avail the Educational Tour privilege for VSU employees. I would like to travel to Camotes Island together with my family this August 4-5, 2022 to see the beauty of Camotes Island and have time to relax and enjoy for a good work life balance.

Thank you very much and hoping for your positive response. God bless you.

Very truly yours,

CARREN MAE B. VILBAR

AAIV, OHRSPPR

Noted:

JENNIFER E. ANDO

OIC- Head, OHRSPPR

Recommending Approval:

DANIEL LESLIE S. TAN

VP for Admin. & Finance

Approved:

EDGARDO E. TULIN

President