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**OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS**

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27 March 2023

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

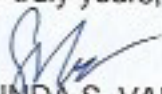
Dear Dr. Tulin:

This is to request approval to avail the 3-day official time educational tour privilege on April 03-05, 2023. The members of the family together with some relatives will be going to visit selected scenic sights in Southern Leyte and Cebu City.

I am amenable that this is also a one-way to ease work-life balance because according to our POAP training resource person, "environment heals."

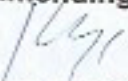
Thank you.

Very truly yours,



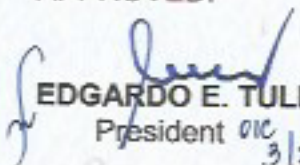
**ERLINDA S. VALENZONA**  
Admin Asst II, OVPA

Recommending Approval



**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

APPROVED:



**EDGARDO E. TULIN**  
President