



**VISAYAS**  
STATE UNIVERSITY



**PHYSICAL  
PLANT OFFICE**

To Motor Pool # 164489 ✓  
OP 12/21/2023  
12/28/2023

December 18, 2023

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

To: Msam Hany cols  
For your consent.  
Thank you.

for your approval.  
HCS

Dear Dr. Tan,

Greetings!


I would like to avail an "educational tour privilege" as embodied in UAdCo Resolution No. 7, s. 2008 this coming **January 2-8, 2024**.

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,

  
**CHARLITO V. RABANOS**  
Admin. Aide IV

Recommending Approval:

  
**MARLON G. BURLAS**  
Head, Motor Pool Services

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC, President