



OFFICE OF THE UNIVERSITY  
DISASTER & RISK-  
REDUCTION MANAGEMENT  
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13 February 2023

2/14/23, 12:45 PM

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

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Thru: **DR. DANIEL LESLIE S. TAN**  
VP for Admin. & Finance

Dear Dr. Tulin;

I Jenzen Jhon M. Villaruel, Security Guard I from the OUDRRM, would like to ask for your permission for me to avail the Educational Tour privilege for VSU employees. I would like to travel to Cebu City with my common law partner and my Son this March 12-16, 2023 to see the beauty of Oslob Cebu tourist spot 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,

**JENZEN JHON M. VILLARUEL**  
Security Guard I

Noted:

**JULIUS V. ABELA**  
Head, OUDRRM

Recommending Approval:

**DANIEL LESLIE S. TAN**  
VP for Admin. & Finance

Approved:

**EDGARDO E. TULIN**  
President



Management  
System  
ISO 9001:2015

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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