



January 27, 2023

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

Dear President Tulin,

Greetings! In relation to my travel to Yale University School of the Environment in the US to present the outputs of a university mandated project that I am presently involved with to the **Annual Conference of the International Society of Tropical Foresters from January 30 to February 15**, I would like to respectfully request your office for the issuance of an **Authority to Travel** for this activity. With this, I would also like to respectfully request to allow me to use my **Educational Leave from February 6-11** and my **SPL leave from February 12-14** since the conference travel would only be covered from January 30 to February 5, 2023. Thank you very much.

Sincerely yours,


Guiraldo C. Fernandez, Jr.
University and Board Secretary

