



VISAYAS
STATE UNIVERSITY

INNOVATION OFFICE

10 August 2023

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

Thru: **Maria Juliet C. Ceniza**
VP for Research, Extension and Innovation

Sir:

Greetings!

I would like to avail of the 5-day educational tour to Singapore from August 23-31, 2023. If you will allow me, I would also like to request for the issuance of an authority to travel to Singapore on the said dates.

Thank you very much.

Respectfully yours,

ALAN B. LORETO
Director for Innovation

Recommending Approval:

MARIA JULIET C. CENIZA *610 8/11/23*
VP for Research, Extension and Innovation

Approved:

EDGARDO E. TULIN *018 8/11/23*
University President