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FM-VSU-03-2022-0720-49873

**OFFICE OF THE HEAD FOR
INTERNAL AUDIT**

Visca, Baybay City, Leyte, PHILIPPINES
Telefax: (053) 565 0600 Loc. 1045
Email: internal.audit@vsu.edu.ph
Website: www.vsu.edu.ph

July 20, 2022

DR. EDGARDO E. TULIN
President
VSU, Baybay City, Leyte

Dear Dr. Tulin,

I would like to avail myself of the 3-day Educational tour (local) on Aug 15-17, 2022, and the 2-day Team building on Aug 18-19, 2022 (MC No. 18, series of 2009). I will take a short break from work to de-stress. I will visit the Marian Orchard Balete, Batangas to unwind.


Looking forward to your favorable action on this request.

God bless.

Respectfully,


MARIA TERESA A. CRUZ
Head

Noted by:


ALLEN GLENNIE P. LAMBERT
Executive Secretary

Approval for only 3-days Educ. tour.
Team building is used for office/unit activity.
You can file a leave for the remaining
2 days, instead.

Approved/Disapproved:


EDGARDO E. TULIN
President

Approved for 3-day educ. tour.
Disapproved for 2-day
team-building activity. You
cannot conduct a team-
building if you're alone, as
it is a whole office/unit
activity.