

OFFICE OF THE HEAD OF RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS

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August 2, 2022

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

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

Dear Dr. Tulin:

I Carren Mae B. Vilbar, Administrative Aide IV from OHRSPPR, would like to ask for your permission for me to avail the Educational Tour privilege for VSU employees. I would like to travel to Camotes Island together with my family this August 2.5, 2022 to see the beauty of Camotes Island 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,

CARREN MAE B. VILBAR AAIV, OHRSPPR

Noted:

JENNIFER E. ANDO OIC- Head, OHRSPPR

Recommending Approval

DANIEL LESLIE S. TAN

Approved:

EDGARDO E. TULIN President ou sand