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**OFFICE OF THE DIRECTOR FOR  
PHYSICAL PLANT**

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April 17, 2023

**DR. EDGARDO E. TULIN**

University President

Visayas State University

Visca, City of Baybay, Leyte

Dear **Dr. Tulin**,

I would like to avail an "educational tour privilege" as embodied in UAdCo Resolution No. 7, s. 2008 this coming **June 5, 6, 7, 8 and 9 2023**.

The UAdCo Resolution permits faculty and staff to go on an educational tour anywhere in the Philippines for a maximum of five (5) days on official time only.

On the dates indicated, I will visit some travel destinations in **Malaybay, Bukidnon, Mindanao**.

Hoping for your kind approval.

Respectfully,

**EDMEDIO S. PASTORIL**

Admin. Aide IV

Recommending Approval:

**MARLON BURLAS**

Head, Motor Pool Services

Approved:

**EDGARDO E. TULIN**

President



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**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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