



VISAYAS
STATE UNIVERSITY



PHYSICAL
PLANT OFFICE

December 6, 2023

DR. DANIEL LESLIE S. TAN
OIC President, VSU
VISCA, Baybay City, Leyte

Dear Sir:

Good day!

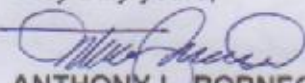
I am Anthony L. Borneo, Administrative Aide III of Motor Pool Service Office at the Visayas State University. Thus, I would like to avail an five-day Educational Tour Privilege as embodied in UAdCo Resolution No. 7, s. 2008 this coming December 21,22,27,28,&29, 2023.

The UAdCo Resolution permits faculty and staff to go on educational tour to anywhere in the Philippines.

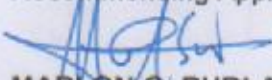
On the dates indicated, I will be going to visit some travel destination in Bohol & Cebu.

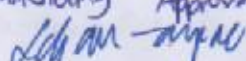
I hope for your favorable response to this request. Thank you very much.

Very truly yours,


ANTHONY L. BORNEO
Admin Aide III, MPSO

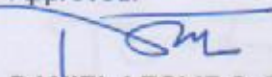
Recommending Approval:


MARLON G. BURLAS
Head, MPSO

Recommending Approval:


FW EDGARDO P. TULIA oscar 12/11/23
oc UP for Admin. & Finance

Approved:


DANIEL LESLIE S. TAN
OIC President, VSU