



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
METEOROLOGY

20 October 2023

DR. EDGARDO E. TULIN

President

Visayas State University
Visca, Baybay City, Leyte
Philippines

Dear Sir:

I would like to request for your approval that I will be allowed to go on educational and cultural tour to the island of Bohol on October 25-27, 2023 on official time only. The said tour is an opportunity for me to visit local places in Bohol in order to enhance my perspective of their environment and culture. Such an activity would indeed afford me of a wider learning opportunities and most possibly improve my work effectiveness.

Thank you for your generous consideration.

Respectfully yours,


LORNA B. ABAMO

Admin Aide VI

Department of Meteorology

Recommending Approval:


CHARLIE S. ANDAN

Head, Department of Meteorology


JANNET C. BENCURE

Dean, College of Engineering and Technology

Approved:


EDGARDO E. TULIN

President