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March 15, 2023

Dr. Edgardo E. Tulin  
University President  
Visayas State University  
Baybay City

Through: Dr. Beatriz S. Belonias  
Vice President for Academic Affairs

Dear Sir:

I would like to request for approval of our CAFS Faculty Development Planning Workshop to be held on May 4-5, 2023 at the Caluwayan Beach Resort in Marabot, Samar. Moreover, I would like to request that we will be allowed to claim our per diem charged to OD-CAFS. The following persons will attend the workshop:

Dr. Victor B. Asio- Dean  
Dr. Lynnette C. Cimafranca-College Secretary & Head, DFST  
Dr. Lijuera J. Cuadra- Head, DAEEEx  
Ms. Jedi Joy B. Mahilum-Head, DPBG  
Dr. Rosario A. Salas- Head, DOH  
Dr. Robelyn T. Piamonte-Head, DPM  
Dr. Ruth O. Escasinas-Head, DA  
Dr. Suzette B. Lina- Head, DSS  
Dr. Christina A. Gabrillo-Head, DDC  
Dr. Manuel D. Gacutan-Head, DAS  
Dr. Luz O. Moreno – DPBG and Lead Auditor  
Ms. Remenita J. Solis- CAFS Dean's Office Staff  
Mr. Elmer Latras-CAFS Dean's Office Staff

I hope for your kind approval.

Thank you very much.


Very truly yours,

  
VICTOR B. ASIO  
Dean

Recommending Approval:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

Funds Available:

  
ALICIA M. Flores  
Head, Budget

Approved:

  
EDGARDO E. TULIN  
President