



28 April 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

Good day!

The Office of the Head for Procurement group has agreed to have a Team Building Activity on May 5-6, 2022 in Matalom, Leyte. In this connection, we would like to request for approval for the conduct of said activity and allow us to use a university vehicle. We will be shouldering the needed fuel and the per diem of the assigned driver of the vehicle. The office has also assigned a staff who will man the office on May 5-6, 2022 to receive documents.

Hoping for your consideration and a positive response to this request

Thank you very much!

Very truly yours,



JESSAMINE C. ECLEO

Head, Procurement

Recommending Approval:



RYSAN C. GUINOCOR

Director, Administrative Services

Approved:



DR. EDGARDO E. TULIN

President