



VISAYAS
STATE UNIVERSITY

GEOGRAPHIC INFORMATION SYSTEM LABORATORY

September 27, 2023

Prof. Rosa Ophelia D. Velarde

Director for Research

Office of the Vice President for Research, Innovation and Extension

Visayas State University


Visca, Baybay City, Leyte

Dear **Prof. Velarde**,

I am writing to request funding for the Repair of our Unit the Geographic Information System Services Unit (GISSU), amounting to **Twenty Thousand pesos (P20,000.00)**. This funds will be used to repair the damaged ceiling and wall due to water leaking from the second floor of the Eco-Farmi Building.

Hoping for your favorable response to this request.

Sincerely,


CELESTIAL A. MANIGO
Head, GISSU

Approved:

ROSA OPHELIA D. VELARDE
Director for Research
OVPREI, VSU

**GEOGRAPHIC INFORMATION SYSTEM
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FM-VSU-03
V2 05-09-2023
No. **CM-23-002**