



December 7, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, City of Baybay, Leyte

Thru: **Dr. Dilberto O. Ferraren**  
VP, OVPPRGAS

Dear **Dr. Tulin**:

Greetings!

Currently, the office of the Ecological Farm and Resource Management Institute (Eco-FARMI) has three function halls with complete equipment and appliances that are suitable for workshops, business conferences, training, and other related events. The office made it sure that these have been properly managed. However, in order to sustain the best functionality, the Eco-FARMI had found a substantial need to generate funds which will be used for the repairs and maintenance of these assets.

With this, the management would like to request your office to review and approve our proposal to make these function halls available for use by our VSU constituents with a corresponding payment that will be served as rent. Attached is the proposed list of service packages and the corresponding payment requirements for your perusal.

We hope for your most favorable response.

Sincerely yours,

**DHENBER C. LUSANTA**  
OIC Director, Eco-FARMI