



1 June 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Baybay City, Leyte

Thru: **Dr. Dilberto O. Ferraren**  
Chairman, Housing Committee

Dear **Dr. Tulin**:

Greetings!

First of all, I would like to express our family's gratitude for the PCAARRD Housing Unit # 3 at the Farmer's Village provided to us by the University. We first occupied the said unit way back in 2000. That was also when we requested some minor repairs to the unit before our occupancy.

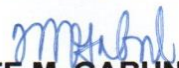
Over time, the housing unit deteriorated. We waited for the scheduled repair programmed by the University. However, to date, such has not been realized.

Currently, the roof and ceiling at the living room, kitchen, and one of the bedrooms of our assigned housing unit badly need repair. Several past typhoons and heavy rains contributed to the said condition. Kindly refer to the attached photos for your reference. You may also request somebody to validate the information.

In this connection, I would like to request that we be allowed to repair the said portion of the housing unit. Moreover, I would like to request the temporary suspension of the monthly housing rental deduction from my husband's (Prof. Francisco G. Gabunada, Jr.) salary effective June 2022. We will utilize the amount to defray the cost of repair. We will coordinate with your designated office to evaluate and monitor this request and abide by the recommended cost estimates.

Thank you very much, and looking forward to your favorable action on this request.

Very truly yours,

  
**FE M. GABUNADA**  
Professor

Recommending Approval:

**DILBERTO O. FERRAREN**  
Chairman, Housing Committee

Approved:

**EDGARDO E. TULIN**  
President