



October 3, 2022

**Dr. Daniel Leslie S. Tan**

Vice-President for Administration and Finance

Visayas State University

Visca, Baybay City, Leyte

**Thru: Mr. Marlon G. Burlas**

Head, Instrumentation Unit


Dear *Dr. Tan*,

The Institute of Tropical Ecology and Environmental Management (ITEEM) has purchased expensive laboratory equipment for its instruction, research, and extension activities through the years and until at present. Despite the absence of a laboratory technician, maintenance of the equipment is safely handled regularly by the in-charge, with the assistance of the assigned administrative staff. However, intensive technical care has to be sought from the capable unit of the University or an outside service provider, and thus, rarely conducted. Consequently, some of the equipment has been unserviceable for years now.

Henceforth, this being crucial, I would request a check-up and calibration of the ITEEM equipment housed at the Marine Laboratory on the lower campus, and the Terrestrial Laboratory on the upper campus. I would further request it be made the soonest as possible.

I am hoping for your favorable action on this request. Thank you very much.

Very truly yours,

  
**ELIZA D. ESPINOSA**  
Director

**Noted:**

**DENNIS P. PEQUE**

Dean, College of Forestry and Environmental Science (CFES)

**Recommending Approval:**

**MARLON G. BURLAS**

Head, Instrumentation Unit

**Approved:**

**DANIEL LESLIE S. TAN**

V-P for Administration and Finance