



05 April 2022

**Atty. Rysan C. Guinocor**

Head, General Services Office  
VSU, Visca, Baybay City, Leyte

Dear **Atty. Guinocor**,

ISRDS earnestly requests for the availment of regular janitorial services rendered by the pool of utility persons supervised by your good office. Specifically, we need the following services:

- 1) Cleaning of 4 comfort rooms: 3-cubicle CR (2) and single-cubicle CR (2)
- 2) Cleaning of common spaces: lobbies, training room, and patio
- 3) Clearing the building and its surroundings of unnecessary/waste materials
- 4) Declogging of roof gutters to prevent rainwater from overflowing to the lobby
- 5) Mowing of lawns: front and left

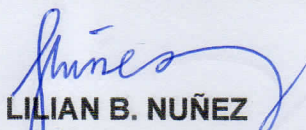
These tasks used to be performed by our driver when he had no trips, especially during the Covid pandemic period. However, he retired on February 1, 2022. Our Administrative Aide III personnel, Mr. Mizael B. Cerna, manages to maintain the cleanliness of the lobbies and training room, which is beyond his functions as artist-illustrator and messenger.

We greatly appreciate your approval of this request.

Thank you very much.

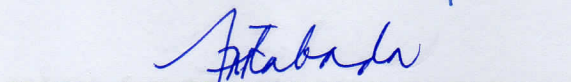
Very truly yours,

**ISRDS PERSONNEL COMMITTEE**

  
**LILIAN B. NUÑEZ**  
Chairperson

  
**GINA A. DELIMA**  
Member

  
**CHRISTOPHER JR. R. GALGO**  
Member

  
**MARIA AURORA TERESITA W. TABADA**  
Member

  
**ERNESTO A. GONZAGA, Jr.**  
Member