



13 March 2023

**DENNIS P. PEQUE, Ph.D.**

Director

Regional Climate Change Research and Development Center

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Peque**,

The Department of Meteorology (DMet) – College of Engineering and Technology established the Climate and Weather Studies Laboratory (CLAWS Lab) as its Research, Extension, Development, and Innovation (RDEI) arm. The CLAWS Lab is presently housed in the conference room of the Engineering Sciences faculty room. The DMet is one of the newest addition to the academic units of VSU, thus, it does not have much resources, especially rooms, for the conduct of our DMet RDEI activities. Young as it is, the CLAWS Lab is now housing two projects; 1) The extension project entitled “Weather and Atmospheric Information Services (Project WAIS)” and 2) The research project entitled “Quantitative Analysis of Hydrometeorological Forcing on Surface Water Body Geomorphology in Leyte Island, Philippines”. As of writing, the CLAWS Lab already has laboratory equipment and computers dedicated for the projects. However, the electrical circuitry of the conference room cannot sustain the needs of the laboratory, thus, the presence of electrical wiring failure.

With the foregoing, I am writing to request permission to utilize a room within the Regional Climate Change Research and Development Center (RCCRDC) for the sole purpose of carrying out the DMet RDEI Activities. We believe that our intended use of the room will complement with the Vision and Mission of RCCRDC. We also look forward to conducting collaborative projects with your institution. We assure you that we will treat the room and any equipment or supplies with utmost care and responsibility.

If it is necessary to process any permits and/or undertake legal processes pertinent to the use of the room, please let us know so that we can promptly comply with any such requirements.

We would be happy to meet with you in person to discuss our needs further and address any questions or concerns you may have. Please let me know if this is a possibility.

May this request merit your kind consideration and positive action.

Very truly yours,

**CHARLINDO S. TORRION**

Coordinator, CLAWS Lab

Noted by:

**CHARLIE S. ANDAN**

Head, DMet