



June 03, 2022

Dr. Edgardo E. Tulin  
President  
Visayas State University

Dear Dr. Tulin,

Good day Sir!

I, **Sweet Millane V. Salabao**, a 4<sup>th</sup> year student of Bachelor of Science in Chemistry currently conducting my thesis experiments entitled **"CHROMATOGRAPHIC PROFILE OF HYDRODISTILLED ESSENTIAL OIL from *Aquilaria sp.*"** However, there are some adjustments on the methods in my study that I did not know I would be needing a potassium chloride (KCl) and hence, haven't procured one. Also, my department can't provide me KCl due to the scarcity. Given the circumstances, I will be unable to proceed with my experiment; therefore, I would like to ask for your approval of request that I may borrow certain amounts of KCl AR-grade from the Biotechnology Laboratory. Rest assured that I will replace the borrowed chemical as soon as possible.

The specific amount of KCl that I am planning to borrow is:


1. Potassium chloride (KCl) AR-grade – 100g


Hoping for a positive consideration towards this request. Thank you, and God bless!

Very truly yours,

  
SWEET MILLANE V. SALABAO

NOTED:

  
KEVIN NICK S. BANDIBAS  
Thesis Adviser

  
ELIZABETH S. QUEVEDO  
Head, DoPAC

APPROVED:

DR. EDGARDO E. TULIN  
President



June 3, 2022

Dr. Edgardo E. Tulin  
President  
Visayas State University

Thru: Ms. Jo Jane Atok  
VSU Instructor, ARIC

Dear Dr. Tulin,

Good day! We hope you are doing well. We are 4<sup>th</sup> year BS Chemistry students who are currently unable to proceed with our thesis experiments due to a defective part of our department's (DoPAC) rotary evaporator. Thus, in line with our request of usage of the Department of Biotechnology's rotary evaporator, we also would like to ask permission to borrow the Advanced Research and Innovation Center's vacuum pump to be used on the said equipment.

We guarantee that all due credit will be given to the Advanced Research and Innovation Center and the Department of Biotechnology; also, rest assured, that we will follow all relevant protocols in the handling of the equipment.

We're hoping for your kind consideration. Thank you, and God bless!

Very truly yours,

*R. Magallanes*

ROBIE ANGELO S. MAGALLANES

*Francis*

FRANCIS CARLO A. LAO

*James M. Mortel*

JAMES M. MORTEL

*Dianna*

DIANNA MARRIE M. NAYRE

*Hanna A. Matuguina*

HANNA A. MATUGUINA

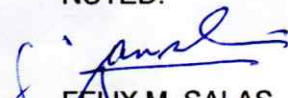
*Jerico T. Gloria*

JERICO T. GLORIA








NOTED:

  
FELIX M. SALAS  
Thesis Adviser

  
MARIA ROBELYN A. INSIK  
Thesis Adviser

  
ALLAN A. RAMAL  
Thesis Adviser

  
ATOZ A. VASQUEZ  
Thesis Adviser

  
ELIZABETH S. QUEVEDO  
Head, DoPAC

APPROVED:

DR. EDGARDO E. TULIN  
VSU President