



**February 11, 2022**

**Dr. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**  
VP for Administration and Finance and  
Chairman Tree Management Committee

Dear Sir:

We would like to request approval from your office to utilize some felled Gmelina and Antipolo trees near the ATEP building which were damaged by typhoon Odette. The lumber will be utilized for the repair of the VSU rice seed storage building, seed dryer facilities and two farm shed houses of the Department of Agronomy which were damaged by the said typhoon.

In addition, I would like to request one (1) hazardous Gmelina tree growing close to the ATEP building be cut to avoid future damage of the structure if another super typhoon visits our place. Similarly, the lumber will be used for the repair of the damaged structures mentioned above.

To facilitate the operations we are planning to use a private chainsaw to be able to finish the work on time without cost to the University except for the gasoline and the operator which will be shouldered by the Rice SeedNet Project and the Department of Agronomy.

Thank you very much.

Truly yours,

  
**ULYSSES A. CAGASAN**  
Head, Department of Agronomy

  
**ED ALLAN L. ALCOBER**  
Project Manager, Rice SeedNet

Approved:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance  
Chairman Tree Management Committee

**EDGARDO E. TULIN**  
President

cc: College of Forestry and Environmental Science  
Department of Forest Science



**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.