



09 June 2022

**Atty. Rysan C. Guinocor**

OIC Head, Office of the Head for General Services  
Visayas State University

Dear Atty. **Guinocor**,

The AgroMeteorology Station at VSU is used as synoptic laboratory of the Department of Meteorology. The instrument are located at the open space of the station. A need for regular grass cutting is very necessary to avoid obstruction for the instrument to get a concise data to use.

In this connection, since the department do not have a grass cutter and personnel to actually do the grass cutting, I am requesting your office that a regular grass cutting every last Saturday of the month at the above mentioned station will be scheduled starting this month of June and on-wards, hence, this request.

Furthermore, I am requesting fuel for the grass cutter.

Thanking you so much for your support.

Very truly yours,

**CHARLIE S. ANDAN**

Head, Department of Meteorology

Noted by:

**JANNET C. BENCURE**

Dean, College of Engineering & Technology

Approved by:

**Atty. RYSAN C. GUINOCOR**

OIC Head, Office of the Head for General Services