



6 December 2021

DR. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

The office of the head for Infrastructure Project Development, Management and Monitoring caters the creation of the Detailed Engineering Design and Detailed Cost Estimates for all Infrastructure projects of the University including the component colleges.

Based on the submitted project proposals, there are still Fifty-five (55) Infrastructure projects that are needed to be designed.

Hence, the Office of the Planning and Infrastructure Project Development, Management and Monitoring would like to request your office to allow us to hire one (1) Job Order Draftsman and one (1) Quantity surveyor or either only one (1) Draftsman to assist us in the preparation of detailed engineering drawings and detailed cost estimates for proposed projects in the PIPOL System.

Hoping for your affirmative response to this request.

Very truly yours,


MARCELO T. ABRERA, Jr.
*OIC Head, Infrastructure Project Development,
Management and Monitoring*

NOTED:


DILBERTO O. FERRAREN
*Vice President for Planning, Resource
Generation and Auxiliary Services &
OIC Director for Planning and Infrastructure
Project Development and Monitoring*