



VISAYAS
STATE UNIVERSITY



**RENEWABLE ENERGY
RESEARCH CENTER**

Visca, Baybay City, Leyte, PHILIPPINES

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Office of the Director

09 March 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Engr. Sean O. Villagonzalo
Head
Information and Communication
Technology Management Center

Dear **Dr. Tulin**,

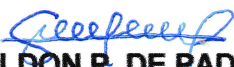
With the growing demand on the use of various communications platform and to help the Renewable Energy Research Center (RERC) connect with other offices in the Visayas State University (VSU), I would like to request your good office to provide RERC a VOIP phone for immediate, emergency, and short communication use.

I would also like to request for the RERC to be provided with a Biometrics scanner for use when the COVID-19 health restrictions and protocols are lifted and biometrics scanner will again be used to log the time in coming in and going out of the office.

I am hoping for your positive response on this matter.

Thank you, and stay safe.

Sincerely,


ELDON P. DE PADUA
Director, RERC

Recommending Approval:

SEAN O. VILLAGONZALO
Head, ICTMC

Approved:

EDGARDO E. TULIN
President