



March 30, 2022

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

Dear *Dr. Tulin*;

This letter is connected to the equipment supplied by **Golden Bat** and delivered by PAMBATO Forwarder today.

The Golden Bat main office staff and equipment technicians from Quezon City, Philippines, will come here in VSU to conduct the equipment's installation, orientation, and hands-on operating demonstration on March 31 – April 1, 2022. The Golden Bat staff are the following: **Engr. Aldrine Muring** (Service Engineer), and **Ms. Amie V. Madriaga** (Field Application Specialist), who will facilitate the above-mentioned activities at the Terrestrial Ecosystems Division of the Institute of Tropical Ecology and Environmental Management (TED-ITEEM). Below is their itinerary of activities, including arrival and departure date to and from VSU.

Date/Venue	Itinerary/Activities
March 31 (Thursday) 08:00 AM – 10:00 AM 01:00 PM – 05:00 PM	<ul style="list-style-type: none">Travel from Tacloban City airport to VSUEquipment installation, hand-on operating demonstration and training
April 1 (Friday) 08:00 AM – 09:30 AM 10:00 AM	<ul style="list-style-type: none">Continue the equipment hand-on operation demonstration and training (<i>if necessary</i>)Travel back to Tacloban City airport

In addition, Golden Bat staff will stay inside (at the VSU Hostel) of the campus for their accommodation. In this connection, I would like to request that your office allows them to conduct the above-mentioned activities at the TED-ITEEM. Rest assured that they will follow the COVID-19 health protocols upon entry and during the conduct of the activities inside the campus.

I am hoping for your positive action and thank you very much for your continued support.

Very truly yours,

JIMMY O. POGOSA

Instructor, ITEEM

VSU-ISTAS Forestry and Ecological Modeling Laboratory In-charge

Noted:

Approved:

ELIZA D. ESPINOSA

Director, ITEEM

EDGARDO E. TULIN

President

cc. Chief VSU Security, Head VSU Hospital