



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

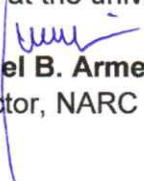
Thru: **Engr. Mario Lilio P. Valenzona**  
Director, Physical Plant Office

Dear President Tulin,

The National Abaca Research Center (NARC) is the leading institute for fiber crops which is also considered as the unit with the largest number of abaca germplasm collections and developed postharvest technologies in support to the emerging issues in this particular commodity. Unfortunately, with the unpredictable and extreme weather events, some of the center's facilities were damaged (i.e. happened during the typhoons in 2021 and 2022) and needs special attention. One of which is the waterwheel facility, which is considered as one of the icons of the university and very useful for instruction, research, extension and innovation activities. Since then, it is no longer serviceable and hence this letter request for the repair of NARC water-powered stripping machine facility.

Assessment of the materials needed for the repair was jointly done by the NARC support staff and PPO - Repair and Maintenance group (see attached materials needed for the cost of repair and improvement). As per information from the SPPMO warehouse officer, there are stocks or materials (e.g. cement, round bars, etc.) that can possibly be used for the repair. We would also like to request that we will be allowed to use these materials that are on stock and have it replaced charged to our MOOE funds following the standard procurement procedures. Likewise, five (5) Job Order workers will be charge through OVPREI as agreed by the Project In-charge of the Research Office. Furthermore, close supervision will be done jointly by the NARC support staff together with the Repair and Maintenance group of the PPO with the appropriate inventory of the materials used of the said activity.

Looking forward for your kind approval to this major repair of the one and only facility that we have at the university.

  
**Romel B. Armecin**  
Director, NARC

Recommending Approval:

**Maria Juliet C. Ceniza**  
VP for Research, Extension  
and Innovation

**Daniel Leslie S. Tan**  
VP for Administration and Finance

Approved:

**Edgardo E. Tulin**  
President