



**VISAYAS**  
STATE UNIVERSITY



INSTITUTE FOR  
**STRATEGIC  
RESEARCH AND  
DEVELOPMENT  
STUDIES**

10 May 2023

**Atty. Rysan C. Guinocor**  
Head, General Services Office  
VSU, Visca, Baybay City, Leyte

Dear Atty. Guinocor,

Greetings!

We would like to request that we will be given two (2) personnel for the grass cutting and cleaning of the surrounding areas of ISRDS this month.

Hoping for your favorable approval on this request.

Thank you and more power!

Truly yours,

**Lilian B.Nunez**  
Director ISRDS

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