



VISAYAS
STATE UNIVERSITY

GEOGRAPHIC INFORMATION SYSTEM SERVICES UNIT

June 6, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Vsica, Baybay City, Leyte

Thru: DR. DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation
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DR. MARIA JULIET C. CENIZA

Vice President for Research, Extension and Innovation

PROF. ROSA OPHELIA D. VELARDE

Director for Research

Subject: Proposal for Service Fees to Support Equipment Maintenance and Supplies

Dear **Dr. Tulin**,

Greetings!

I hope this letter finds you in good health and high spirits. I am writing to propose the implementation of service fees for the services offered by the Geographic Information System Services Unit (GISSU). As you know, our office relies heavily on various equipment to provide efficient and effective services to our clients. However, the wear and tear on these devices and the need for regular maintenance and calibration have become a financial burden for our office. To address this issue, we believe it is necessary to introduce service fees that can be explicitly allocated toward equipment maintenance, calibration, and the purchase of supplies required for the continuity of our services.

Our drone is a significant example of equipment that would benefit from the proposed service fees. The drone serves a vital function in our operations, providing aerial photos, topographic maps, and other data from drone mapping. However, the drone's battery life diminishes over time, and it is crucial to maintain a reliable power source to maximize its utility. By utilizing the funds generated from the service fees, we can ensure the timely replacement of drone batteries, thus guaranteeing uninterrupted operation and accurate data acquisition.

In conclusion, we kindly request your support and consideration in approving the proposal for service fees. We intend to be transparent about the utilization of these fees, and we are committed to providing regular updates and reports on the allocation and expenditure of funds.

**GEOGRAPHIC INFORMATION SYSTEM
SERVICES UNIT**

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