



February 9, 2022

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

I would like to ask permission for the entry of Mr. Jun Raboy, air-conditioning unit repairman from Baybay City, Leyte, to the upper VSU campus on February 19-20, 2022. Mr. Raboy will check and repair the air-conditioning unit of the Tuklas Lunas Development Center at PhilRootcrops. We filed a job request dated February 7, 2022 at GSD, but since there are already several requests ahead of us, we believe we will not be accommodated right away. Thus we decided to outsource the repair since immediate repair of the airconditioning unit is essential to avoid damage to temperature-sensitive equipment in the lab. Mr. Raboy is already fully vaccinated and will strictly follow the health protocols mandated by the IATF and USHER.

I hope for your favorable response. Thank you very much.

Respectfully yours,


JO JANE D. ATOK
Study Leader VSU-IP-2021-6

Noted:


MA. THERESA P. LORETO
Director, ARIC


LISA ARCE
Assistant Director, PhilRootcrops

Recommending approval:

ELWIN JAY V. YU
Chief of Hospital

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

EDGARDO E. TULIN
University President