



December 22, 2022

**ATTY. RYSAN C. GUINOCOR**

Head, General Services Office  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Atty. Guinocor,**

Greetings!

We would like to request that we will be given three (3) personnel for the grasscutting and cleaning the surrounding areas of ISRDS this month.

Hoping for your favorable approval on this request.

Thank you and more power!

Truly yours,

**LILIAN B. NUÑEZ**  
Director, ISRDS