



INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

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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,

Director, ISRDS