



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

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May 24, 2022

DR. DANIEL LESLIE S. TAN

Vice President for Admin & Finance Visayas State University Visca, Baybay City, Leyte

Thru: Ms. HONEY V. COLIS

Director for Human Resource Visayas State University Visca, Baybay City, Leyte

Dear Sir/Madam.

Greetings!

In line with NAPB Resolution No. 56 series of 2021, dated February 26, 2021 "Recommending approval to hire an Engineer on JO status."

I would like to request/recommend to hire a Mechanical Engineer in order to have a mechanical counterpart that would cover the inspection and maintenance on the following and are common in the university facilities.

- · Air conditioning, ducting system and load calculation
- · Fume hoods and furnaces
- Generators
- Compressors
- Water and fire pump
- · Fire sprinklers systems
- Elevators

Having this request granted, this would minimize and ease the burden of implementing preventive maintenance scheduling.

Thank you and best regards!

Respectfully,

MARLON G. BURLAS

PPO Unit Head



Vision:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 1 FM-VSU-04 v0 05-04-2020 No. 2022- 015