



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