February 20, 2022

Dr. DANIEL LESLIE S. TAN
Vice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Tan;*

Attention:

Mr. LEGARIO B. RAMOS
Member, Laboratory Equipment Inspection Unit

Engr. MARLON G. BURLAS
Member, Laboratory Equipment Inspection Unit

The Nagoya University (NU), Nagoya, Japan, granted a set of laboratory equipment for the Visayas State University. Specifically, these equipment will be used for the proposed Forestry and Ecological Modeling study, based and conducted at the Terrestrial Ecosystems Division of the Institute of Tropical Ecology and Environmental Management (TED-ITEEM). The set of equipment (i.e., Micro-weather station, Drone Phantom 4 RTK Quadcopter, and the Spin down centrifuge) are scheduled to be delivered on February 21, 2022, at VSU by SciGate Corp. In addition, the staff of SciGate will conduct hands-on training, testing, and installation of the equipment at the TED-ITEEM on February 22-24, 2022.

In this connection, I would like to request from your office a representative(s) for the laboratory equipment inspection during the installation and testing of the equipment by SciGate staff at the ITEEM. The presence of the equipment inspector staff during testing is essential to conform and validate that the equipment delivered by the SciGate are functional and in good condition. Moreover, equipment inspection is one of the requirement/s needed during the university's AACCUP evaluation.

Thank you very much, and I hope for your positive response to this request.

Very truly yours,

JIMMY O. POGOSA
Instructor, ITEEM/VSU-ISTAS Forestry and Ecological Modeling In-charge

Noted:

ELIZA D. ESPINOSA
Director, ITEEM

Approved:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance

cc. Head, General Services Division

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.
VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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