



January 20, 2023

Dr. DILBERTO O. FERRAREN

Vice President
Planning, Resource Generation, and External Affairs
Visayas State University
Visca, Baybay City

Dear Dr. Ferraren:

Greetings!

I am Merry Jean A. Caparas, 26 years old, single, and a faculty member of the Institute for Strategic Research and Development Studies (ISRDS), under the position of Instructor 1.

I am writing to your good office to request an allotment of accommodation at any available unit inside the campus. I live in Merida, Leyte, which is far from the university. As an alternative, I am currently renting a small room at Barangay Guadalupe.

With my work, I preferred to have a private space to think and write. However, with the blatant environment in the boarding house, my privacy is usually interfered. I am in need of a unit within the campus so that I can perform my work to my full potential.

I attached herewith my curriculum vitae for your perusal. I am looking forward to your favorable response to this request. Thank you in advance.

Sincerely yours,


MERRY JEAN A. CAPARAS
Instructor 1