



19 January 2021

DR EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**:


Greetings!

This has reference to the concern regarding drivers of University fire truck. We have already coordinated with the BFP-LGU Baybay and asked provision of fire truck drivers in exchange to the deed of donation of 1 University fire truck that will be stationed here in the campus. Moreover, the VSU will be the one to provide a substation office of the fire truck personnel that BFP-LGU Baybay will provide. For the meantime, I have requested two security guards SG Villaruel and SG Managbanag to be in charge as University fire truck drivers.

In view of the above, I would like to request from your good office to appoint / authorized Mr Jenzen Jhon M. Villaruel and Mr Archie B. Managbanag as on call fire truck drivers until approval of the agreement is validated. In addition, I would also like to request for additional personnel (clerk regular) in our office.

Thank you and hoping for your positive action on this request.

Truly yours,


JULIUS V. ABELA
Head, OUDRRM, VSU

Recommending Approval

REMBERTO A. PATINDOL

VP for Admin and Finance, VSU

Approved:

EDGARDO E. TULIN

President, VSU