



October 26, 2022

Engr. Marlon G. Burlas

Head, Motorpool

VSU, Visca, City of Baybay, Leyte

Dear **Engr. Burlas**,

This pertains to ISRDS' need for a driver.

Our driver for over 30 years, Mr. Generoso L. Vezuizo, retired on February 1, 2022. He used to maintain the Institute's two vehicles—the Toyota Land Cruiser and the BIDANI Tamaraw FX. Both vehicles have served ISRDS and other units of the university for several years. Mr. Vezuizo managed to maintain these vehicles, particularly the Toyota Land Cruiser which has been with the Institute since the 1980s.


Since February 2022, the two vehicles have been left unattended because there is no new driver to replace Mr. Vezuizo. Concerned with the condition of the vehicles, we filed a Repair and Maintenance Request at the Office of the Director for Physical Plant, which was received by Mr. Mario Bantugan on July 18, 2022. Until now, however, the two vehicles have yet to be checked and repaired. Additionally, they need to be registered with the Land Transportation Office (LTO).

We, therefore, express our need for a driver to be assigned to ISRDS to attend to the two vehicles for these to regain their good running condition and serve the ISRDS staff who often travel for their research and extension activities. In particular, may we request **Mr. Andreo Villocino** to be assigned to ISRDS to function as driver of the two vehicles. He is familiar with them as he used to take over the driving function of Mr. Vezuizo when the latter was not around.

We hope this request merits your kind approval.

Thank you so much and best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director