



February 28, 2023

Atty. Rysan C. Guinocor
Head, General Services Office
VSU, Visca, Baybay City, Leyte

Dear Atty. Guinocor,


Greetings!

We would like to request that we will be given two (2) personnel for the grasscutting and cleaning of the surrounding areas of ISRDS this month.

Hoping for your favorable approval on this request.

Thank you and more power!

Truly yours,


LILIAN B. NUÑEZ
Director, ISRDS