



30 August 2024

Engr. Marlon G. Burlas
Head, General Services Division
Visayas State University
Baybay City, Leyte

Dear Engr. Burlas:

This is regarding the request of NSTP to the office of the President through the College of Forestry to prune the narra tree closely beside the NSTP building which endangers it, especially during typhoons. The action of the VSU administration to our request is to cut the said narra tree. However, the ground personnel from forestry requires the services of specific equipment to facilitate the cutting.

Because of this, we would like to request the services of your man-lift equipment for the above-mentioned purpose, probably by next week when the forestry personnel schedule their activities at VSU lower campus. We will prepare the necessary fuel needed for that equipment.

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

Yours truly,

DARIO P. LINA
Director, VSU NSTP

Recommending Approval:

ALELI A. VILLOCINO
VP for Student Affairs Services

Approved:

MARLON G. BURLAS
Head, General Services Division



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