



19 September 2022

Prof. EPIFANIA G. LORETO

Head

Department of Civil Engineering

Visayas State University

Dear **Prof. Loreto**,

Greetings!

The Department of Meteorology would like to seek help from your good office regarding the computer laboratory of the department at EB 201.

The computers found at the EB 201 were not utilize since the time it arrived and we are hoping that these will be checked if they are still usable. In this light, we are seeking the help from your office through Mr. Arnel Duron with your permission and approval to check the computers. On another note, the DMet office was not yet granted of our request for a laboratory technician who will do the task.

In case this request will affect Mr. Duron's work, we will coordinate and arrange with him at his most convenient time.

We are hoping for your favorable response to our request.

Thank you very much.

Very truly yours,

CHARLIE S. ANDAN

Head, Department of Meteorology

Approved:

Prof. EPIFANIA G. LORETO

Head, Department of Civil Engineering