



December 7, 2021

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

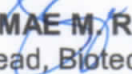
Dear Sir:

Good day!

I would like to request for the entry of the Baybay Printshop technicians, namely, **Mr. Marlon Crosa**, **Mr. Jeffrey Razaga**, and **Mr. Recardo Paler** on December 10, 2021. Supposedly, they will install the air-conditioning unit at the Department of Biotechnology today but due to heavy rains, they were unable to do so.

Hoping for your approval on this request. Thank you very much.

Very respectfully yours,

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Noted:

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences

Recommending Approval:

**ELWIN JAY V. YU**  
Chief of USHER

Approved:

**EDGARDO E. TULIN**  
University President