



15 January 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Through: **DR. DANIEL LESLIE S. TAN**
Vice President for Admin and Finance

Dear **President**:

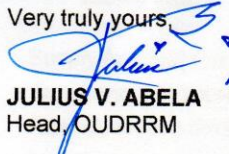
This letter pertains to the renewal of the license of our University firearms. All of our firearms licenses have already expired. As part of being a University firearm custodian, it is my responsibility to process the renewal of the license. I have complied all the requirements needed such as LTOPF, neuro exam, police clearance, and a drug test for processing online. Earlier this day same date above, we have submitted all the necessary documents online including the bond certificate of Ms. Alicia Flores. After an hour, there was a color red remark in the system saying "Resubmit". Upon checking, the Firearms and Explosives Office (FEO) leave some remarks in all the documents that we have uploaded in their system saying the one whose supposed to apply for the LTOPF is the Supply Accountable Officer (SAO) of the University and since Ms. Alicia Flores is the one whose name is printed in the bond certificate they suggest that she should be the applicant for the LTOPF of our institution.

Given this update, we would like to ask for your assistance on how to resolve this matter since most of my requirements also taken during the LTOPF Caravan in Baybay last year are going to expire this coming March 2022.

Attached herewith are snipped shots of the remarks on the uploaded documents in the system.

Thank you and looking forward to your response to this letter.

Very truly yours,


JULIUS V. ABELA
Head, OUDRRM