



DEPARTMENT OF ECONOMICS

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October 10, 2022

Atty. Rysan Guinocor
OIC, Office of the General Services
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

We would like to request your approval to allow our Administrative Personnel, Mr. Anelito C. Pernito and Mr. Carlito O. Suganob to do the grass cutting and cleaning around the Department of Economics this coming Saturday and Sunday (October 15 & 16, 2022). May we also further request that gasoline will be provided for this purpose.

Thank you.

MARIA HAZEL I. BELLEZAS

Head, DoEcon

Approved:

RYSAN GUINOCOR OIC, OGS

