



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