



January 21, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University

Dear Sir,


DBS has an engagement with DENR Region 8 through CENRO, Palo Office. This is to conduct a biodiversity assessment in Lake Mahagnao, Burauen, Leyte. A MOA has been executed in this 3-month engagement, that is, until March 2022. Since many analyses are yet to be carried out in the laboratory, the team feels the need to collect the necessary data from **January 29, 2022**, and no later than **February 2, 2022**. During the sampling period, some of us will stay for two days only while the others will stay for five days. For us, these are the best dates, especially since by this time we must have submitted already our grades. We cannot also do this at a later date because we still need to analyze the samples in the laboratory. Furthermore, we cannot extend the data/sample collection to any later date since enrollment and classes are also coming.

With all these in consideration, I would like to request that the team be allowed to travel during the said dates. We will be renting a van for our transportation and our contact with other people is very limited since we will only be staying in Lake Mahagnao throughout the sampling duration. After collecting all the needed samples, we will immediately return to VSU with the same rented van.

I hope you would allow us to travel so that we will be able to comply with the timeline stipulated in the MOA. Rest assured that we will do all the necessary precautions to prevent the spread of the COVID-19 virus.

Thank you very much and stay safe.

Sincerely,

  
**ANALYN M. MAZO**  
Department Head

Endorsed:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Recommending Approval:

**MARIA JULIET C. CENIZA**  
Vice President for Research, Extension, & Innovation

Approved:

**EDGARDO E. TULIN**  
President



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