



August 15, 2022

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

Thru: **Dr. Daniel Leslie S. Tan**
Vice President for Administrative & Finance
Visayas State University

Dear Dr. Tulin:

The Department of Agronomy has been working towards improving its programs in instruction, research, and extension as its share in attaining the vision and mission of the university. Unfortunately, the department still lacks some facilities needed by its faculty and staff in the delivery of excellent service to our stakeholders. We need the following farm equipment:

- a. One (1) unit lowland hand tractor
- b. One (1) unit upland hand tractor
- c. One (1) unit rice planter
- d. One (1) unit reaper
- e. One (1) unit grass cutter

Hand tractors and other farm equipment are necessary in Practicum (Skills Development) and On the Job Training every summer aside from the department's research, extension, and production functions. Per feedback from the students, the equipment are old, deteriorated and therefore need replacement.

In this 2022 summer class, a total of 642 students did hands-on on hand tractors which constantly bogged down and necessitated repair during the class period. In this scenario, there is a need to purchase new hand tractors and other farm tools to deliver efficient services to our students. There is no other recourse but to seek assistance from your office as the need for new farm equipment, especially hand tractors, is urgent.

Rest assured that the department with the undersigned as its current department head will try its best to continuously provide more efficient and effective performance and deliver its share in attaining the university's vision to become a globally competitive university for science, technology, and environmental conservation.

I am hoping for your kind approval of this request.

Respectfully yours,


RUTH O. ESCASINAS
Head, DA