

November 14, 2023

Engr. Marlon G. Burlas
Head, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear **Engr. Burlas**:

I hope this letter finds you well!

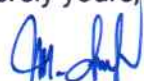
The Eco-FARMI has a vehicle (Ford Ranger) acquired years ago from the project of Dr. Pastor P. Garcia. This is constantly used by the Institute during official travels in doing research and extension activities. In addition, the vehicle was requested several times from other offices in the University for official travel as well. So, the vehicle of the Institute has an important role to support and deliver its functions to the clients and stakeholders. Unfortunately, the vehicle's tires are currently not in good condition and may jeopardize the safety of the driver, faculty, staff, and other requesting departments, as well as the efficiency of the Institute's operations.

The Institute has no available funds to purchase vehicle tires. We have also requested funds from the office of the Director for Research, which Prof. Velarde approved, but the budget office refused its approval because of no budget appropriation for vehicle repair and maintenance of the office of the Director for Research.

In connection with this, we may request from your good office a certain amount of funds for the purchase of four (4) high-quality, durable tires that would adhere to safety standards. The new tires will prevent accidents and minimize downtime due to tire-related issues. Please see the attached PPMP for the year 2024 for your perusal.

I am looking forward to a positive response to this request.

Sincerely yours,



JEROME O. ARRIBADO
Director, Eco-FARMI