



August 4, 2022

**Atty. Rysan C. Guinocor**  
Head, General Services Office  
VSU, Visca, Baybay City, Leyte

Dear Atty. Guinocor,

Greetings!

We would like to request that we will be given three (3) personnel for the grasscutting and cleaning of the surrounding areas of ISRDS this month.

Hoping for your favorable approval on this request.

Thank you and more power!

Truly yours,

**Lilian B. Nunez**  
Director ISRDS