



## INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES

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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