



March 25, 2022

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

Dear *Dr. Tulin*;

This letter is connected to the equipment supplied by **Sigmattech** and delivered by TBE Trucking Services for AIRSPEED PHILS today.

The Sigmattech main office staff and equipment technicians from Muntinlupa City, Philippines, will come here in VSU to conduct the equipment's installation, orientation, and hands-on operating demonstration on March 28-30, 2022. The Sigmattech staff are the following: **Mr. David Winston W. Tabada**, **Mr. Kurt Jasper L. Albina**, and **Mr. Mark Anthon C. Esmael**, who will facilitate the above-mentioned activities at the Terrestrial Ecosystems Division of the Institute of Tropical Ecology and Environmental Management (TED-ITEEM). Below is their itinerary of activities, including arrival and departure date to and from VSU.

Date/Venue	Sigmattech Personnel In-charge	Itinerary/Activities
March 27 (Sunday)	Kurt and David	<ul style="list-style-type: none"> <li>Travel from Manila to Tacloban City, then to VSU.</li> </ul>
March 28 (Monday)	Kurt and David	<ul style="list-style-type: none"> <li>Set-up of LI-6800F: Zeroing and Diagnostic Check</li> <li>Training for: <ul style="list-style-type: none"> <li>LI-6800F Overview and Principles</li> <li>LI-6800F Functions and Controls</li> <li>LI-6800F Maintenance and Troubleshooting</li> <li>LI-6800F Hands-on training</li> </ul> </li> </ul>
March 29 (Tuesday)	Kurt and David  Mark	<ul style="list-style-type: none"> <li>Training for the ff. items: <ul style="list-style-type: none"> <li>LI-600PF Hands on training with LI-6800F Tandem measurements</li> <li>LAI-2200C Hands-on training</li> <li>LI-3000C Hands-on training</li> <li>LI-250Q Hands-on training</li> </ul> </li> <li>Travel to Tacloban, then to VSU</li> </ul>
March 30 (Wednesday)	Kurt, David, and Mark	<ul style="list-style-type: none"> <li>Installation and Training for the ff. items <ul style="list-style-type: none"> <li>Jenway Genova Nanodrop SpectrophotometerXUE032 Oven</li> <li>Micropipettes</li> </ul> </li> <li>Final Checking and processing of Documents to be submitted to Nagoya University</li> </ul>
March 31 (Thursday)	Kurt and Mark	Return to Manila
April 2 (Saturday)	David	Return to Manila