



VISAYAS
STATE UNIVERSITY



GEOGRAPHIC INFORMATION SYSTEM SERVICES UNIT

May 29, 2022

Prof. Rosa Ophelia D. Velarde

Director for Research

Office of the Vice President for Research, Innovation and Extension

Visayas State University

Visca, Baybay City, Leyte

Dear **Prof. Velarde**,

I am writing to request funding for the calibration and maintenance of the equipment used in the Geographic Information System Services Unit (GISSU), amounting to ***Fifty Thousand pesos (P50,000.00)***. As you are aware, the equipment we use plays a crucial role in our daily operations, and regular calibration and maintenance are necessary to ensure its accuracy and reliability.

The calibration and maintenance process involves verifying and adjusting the accuracy of the equipment, as well as replacing worn-out parts, cleaning, and lubricating, and running tests to ensure that the equipment is functioning optimally. This process is important to prevent downtime and reduce the risk of errors, which can lead to costly mistakes or delays.

We kindly request your support in funding this important activity, which will benefit our unit and the entire organization in the long run.

Attached in this letter are the Calibration and Maintenance plan and the copy of the PPMP. Thank you for your consideration, and we look forward to hearing from you soon.

Sincerely,


CELESTIAL A. MANIGO
Head, GISSU

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