



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

19 September 2024

Dr. Elwin Jay V. Yu

Vice President for Administration and Finance
VSU, Visca, City of Baybay, Leyte

Through: **Engr. Marlon Burlas**

Director, Physical Plant Office

Dear **Dr. Yu**,

We wish to follow up these requests for minor repair and maintenance tasks at ISRDS.

Date of Maintenance and Repair Request (FM-PPO-09)	Tracking Number	Nature of Work	Description
May 27, 2024	FM-PPO-09-2024-0527-199312	Plumbing Works	Check and repair water line of the common CR and leaking of the toilet tank in one CR
August 22, 2024	FM-PPO-09-2024-0022-218443	Electrical Works	Check electrical connection at the parking space and install additional lights
August 29, 2024	FM-PPO-09-2024-0829-219327	Welding Works	Repair the entrance gutter of the ISRDS building and the Administrative Office side gutter. Clear the gutter of leaves that obstruct rainwater flow.

These unaddressed needs pose risks to the staff and students. For one, the leaking water pipe at the back of the common CR near the parking shed has developed a mini-pool that is inhabited by mosquitoes which could cause dengue to passersby or student bystanders.

The unlighted parking space and road from the ISRDS premises to the CME building is unsafe for staff and students during the night especially for those holding classes and rendering overtime. More than once was a snake seen on the concrete pavement. Additionally, the detached roof gutter right at the entrance of the ISRDS building could fall anytime especially with strong winds created by the monsoon.



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