



8 December 2021

Edgardo E. Tulin, Ph.D.

University President
Visayas State University
Visca, Baybay City, Leyte

Through: **Daniel Leslie S. Tan, Ph.D.**

Vice President for Administration and Finance
and Chairman – Non-Academic Personnel Board

Dear **President Tulin**,

The office of the head for Infrastructure Project Development, Management and Monitoring caters the creation of the Detailed Engineering Design and Detailed Cost Estimates for all Infrastructure projects of the University including the component colleges.

Based on the submitted project proposals, there are still Fifty-five (55) Infrastructure projects that are needed to be designed.

Hence, the Office of the Planning and Infrastructure Project Development, Management and Monitoring would like to request your office to allow us to hire one (1) Job Order Draftsman and one (1) Quantity surveyor or either only one (1) Draftsman to assist us in the preparation of detailed engineering drawings and detailed cost estimates for proposed project. The suggested hiring rate is at least Php 553.40 per day, for at least six months, or until the completion of the engineering design for all Proposed Projects for 2023.

Hoping for your affirmative response to this request.

Very truly yours,

MARCELO T. ABRERA, Jr.

*OIC Head, Infrastructure Project Development,
Management and Monitoring*

Noted:

DILBERTO O. FERRAREN

*Vice President for Planning, Resource
Generation and Auxiliary Services &
OIC Director for Planning and Infrastructure
Project Development and Monitoring*

Recommending Approval:
(For availability of funds)

ALECIA M. FLORES
Head, Budget Office

Approved:

EDGARDO E. TULIN, Ph.D.
University President