



December 10, 2021

Dr. Daniel Leslie S. Tan
Vice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Thru: Mr. Legario Ramos
Head, Instrumentation Unit

Dear Dr. Tan,

We would like to request for a calibration schedule of our laboratory/field equipment being used for instruction, research and extension activities of the Institute. These equipment are located in the Marine Laboratory, at the lower campus, and at the Terrestrial Laboratory, at the upper campus - FORI area.

We hope this request merits your kind approval and quick action.

Thank you very much.

Very truly yours,

ELIZA D. ESPINOSA
Director

12/10/21

Recommending Approval:

LEGARIO RAMOS
Head, Instrumentation Unit

Approved:

DANIEL LESLIE S. TAN
VP for Admin. & Finance