



December 2, 2021

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

Dear Dr. Tulin:

Good day!

I would like to request for an extension of the entry of the technicians who are installing the air-conditioning units of the Advanced Research and Innovation Center. The approved letter request for entry is until December 3, 2021. However, they still need 2 more days (December 6-7, 2021) to ensure that the copper pipes and tubings are fitted correctly. In addition, they will also install Biotech's air-conditioning unit which arrived last week.

Please find attached the previously approved letter request. Thank you very much.

Very respectfully yours,


MA. THERESA P. LORETO
Director
Advanced Research and Innovation Center

Recommending Approval:

ALAN B. LORETO
Director for Innovation

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Approved:

EDGARDO E. TULIN
University President