

November 13, 2025

Dr. Prose Ivy G. Yepes

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**

Chairman

Tree Management Committee (TMC)

Dear *Dr. Yepes*,

Warm greetings.

I respectfully write to request approval for the use of lumber sourced from the fallen trees within the ITEES grounds during the Super Typhoon Tino. We propose to repurpose this lumber for the following:

- Repair and rehabilitation of the Marine Laboratory of the Aquatic Ecosystems Division (AED) and the Terrestrial Ecosystems Division (TED) facilities, both of which sustained significant damage during the recent typhoon;
- Restoration of the ITEES Administrative Office, which has become structurally compromised due to prolonged wear and deterioration;
- Fabrication of customized office tables to support the workspace needs of the faculty and staff of the Institute.

We would also like to respectfully request that the lumber be deposited in the Institute's designated depository area to ensure quick and convenient access when needed.

This initiative aligns with our commitment to resource stewardship and sustainability, while also addressing urgent infrastructure needs following recent weather disturbances. Utilizing available lumber will not only reduce costs but also ensure timely progress in restoring essential facilities.

We are prepared to coordinate with the appropriate units for the proper assessment, inventory, and processing of the lumber, in compliance with institutional and environmental guidelines.

We hope for your favorable consideration of this request. Maraming salamat po for your continued support and guidance.



Very truly yours,

TEOFANES A. PATINDOL
Director

Endorsed by:

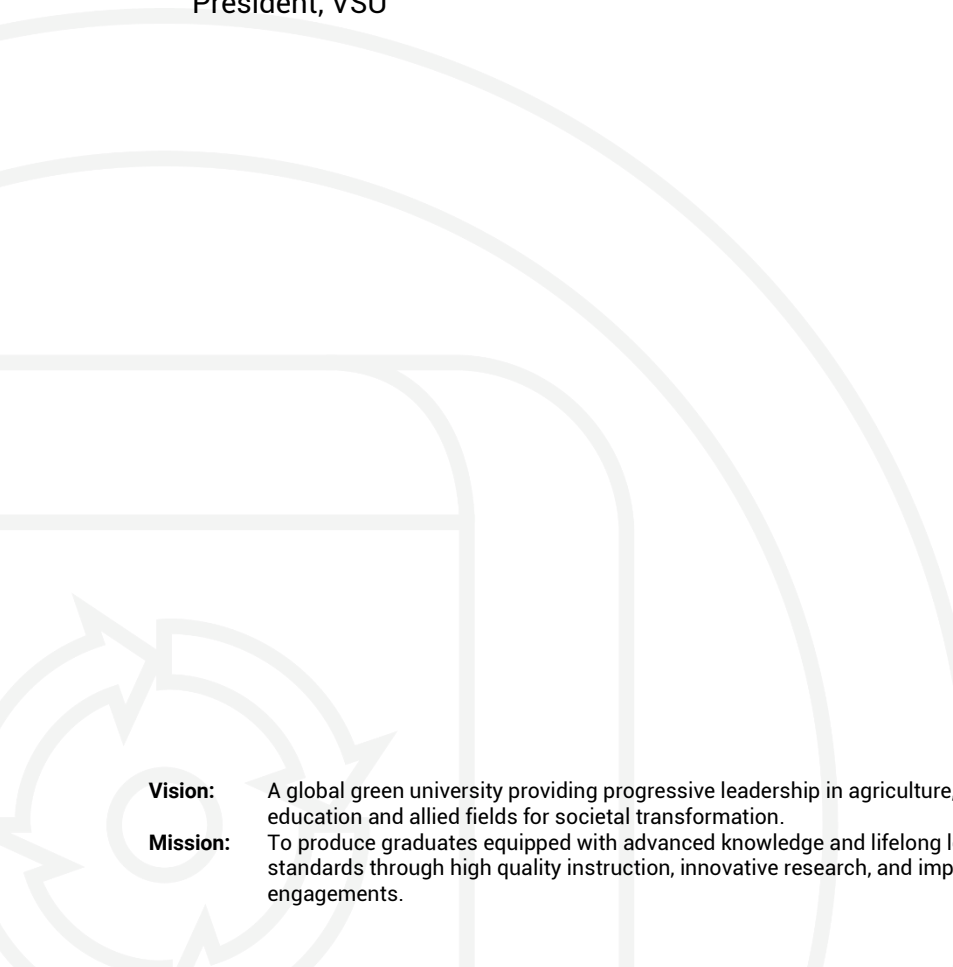
RENEZITA S. COME
Dean, Faculty of Forestry and Environmental Science (FFES)

Recommending Approval:

DENNIS P. PEQUE
Chairman, TMC

Approved:

PROSE IVY G. YEPES
President, VSU



Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.