



Project Tarsier

Reforestation for people, biodiversity and climate

c/o College of Forestry and Environmental Sciences

Visayas State University, Baybay City, Leyte 6521-A

PHILIPPINES

26 January 2024

DR. DANIEL LESLIE TAN

OIC PRESIDENT

Visayas State University

Thru:

ATTY. RYSAN C. GUINOCOR

VSU Chief Legal Officer

VSU, Baybay City, Leyte

Dear **President Tan**:

Greetings!

Project Tarsier would like to request an approval to acquire a copy of the **OP memorandum No. 228 Series of 2010** and the **VSU Administrative Handbook**. The very purpose of our request is to know the procedures and policies in connection to a drug-free workplace. We are informing your kind office that we will be planning to conduct random drug testing. This is compliance to CSC Resolution No. 101359 dated July 6, 2010, as mandated by the Civil Service Commission.

The project is composed of at least 40 staff. As part of Project Tarsier's Health, Safety, Security and Ethics and Compliance protocols, we believe that this testing is very important and will contribute to compliance.

With that being said, we will be coordinating PDEA to assist us in our planned activity. Project Tarsier is very committed to achieve that our project workplace is free from the influence from illegal drugs. Our staff, **Devone Baradillo**, Administrative Assistant for HSSE will coordinate with your office.

He may be contacted through the following channels:

Email: dbardillo@usc.edu.au

Contact Number: 09687564904

Thank you and we look forward to your favourable response.

Sincerely yours,

MARLEA P. MUÑEZ, RPF
In-Country Project Manager