



June 6, 2022

MS. ALICIA M. FLORES

Administrative Officer III
Head, SPMMO
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Flores**,

This is to request for possible swapping of our trailer carrier at the Center with the available still functional trailer that will be disposed for bidding by your office. Our existing trailer carrier is now a bit dilapidated and cannot anymore fully function especially when carrying heavy materials. The trailer carrier to be disposed according to my knowledge is better enough for carrying loads for our day-to-day field operations.

Hoping for your favorable consideration.

Very truly yours,

EDUARDO O. MANGAOANG, PhD
Professor and Director

Approved By:

ALICIA M. FLORES
Head, SPMMO