



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

11 April 2024

PROF. PROSE IVY G. YEPEZ, EdD

University President
Visayas State University
Baybay City, Leyte, Philippines

Through:

PROF. DENNIS P. PEQUE, PhD

Vice-President for Research, Extension, and Innovation
Visayas State University
Baybay City, Leyte, Philippines

Dear **Prof Yepez**,

Good day!

Project Tarsier will be holding its first gathering of all partner CBFM POs of VSU in implementing the project across Eastern Visayas. This event will be known as “**Project Tarsier – Regional Partner CBFM-PO Symposium**” which will be held on **May 23-24, 2024**.

In connection, we would like to book the RDE Hall for the event stated above. We would also like to rent the following equipment:


EQUIPMENT/RESOURCES	QUANTITY	DURATION
Chairs	55	May 23-24, 2024 (2 days)
Tables	16	May 23-24, 2024 (2 days)
Sound system	1	May 23-24, 2024 (2 days)

We believe that the facility is conducive and can cater all we need to make our event successful.

Hoping for your positive response.

Thank you very much!

Sincerely,


MARGRAF VON JEAN G. ESLOPOR
Social Engagement Coordinator

Recommending Approval:

PROF. DENNIS P. PEQUE, PhD
Vice-President for Research, Extension, and Innovation

Noted by:


MARLEA P. MUNEZ, RPF
In-country Project Manager

Approved:

PROF. PROSE IVY G. YEPEZ, EdD
University President