

November 30, 2023

MR. JEROME O. ARRIBADO

Director

Eco-Farm and Resource Management Institute (Eco-FARMI)

Visayas State University

Visca, Baybay City, Leyte

Dear **Mr. Arribado**:

The Institute of Tropical Ecology and Environmental Management (ITEEM) is continuously implementing the project entitled "**Ecological Assessment and Conservation of *Aquilaria malaccensis* through Sustainable Agarwood Production in Leyte Island (ECo-SAP)**" funded under the University's Internationalization Program. One of the recent activities is to conduct soil sampling in different *Aquilaria* spp. plantation site and reassessment of the established transect area.

Hence, we would like to request Mr. Gelberto P. Valdevieso to swap with Mr. Jimmy Caballero to drive the Mitsubishi Canter from December 1 to 6, 2023, to Brgy. New Taligue and Brgy. Pinamagan, to conduct and fetch the ECo-SAP Team and deliver the planting materials to be used.

We would ask for your kind consideration.

Very truly yours,

IRVIN CHRISTIAN V. SENO

Science Research Assistant

Eco-SAP

Conformé:

GELBERTO P. VALDEVIESO

Driver

Noted:

TEOFANES S. PATINDOL

Director, ITEEM

Approved:

JEROME O. ARRIBADO

Director, Eco-FARMI