



## **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

**16 May 2024**

**PROF. PROSE IVY G. YEPEZ, EdD**

University President  
Visayas State University  
Baybay City, Leyte, Philippines

Through:

**ENGR. MARLON BURLAS**

Head, General Services Division  
Visayas State University  
Baybay City, Leyte, Philippines

Dear **Prof Yepez**,

Good day!

Thank you for approving our request to use the RDE Hall for our event known as “**Project Tarsier – Regional Partner CBFM-PO Symposium**” which will be held on **May 23-24, 2024**. We are now close to finishing all preparations for the activity.

To further make our event successful, we would also like to rent the LED Wall of the RDE Hall. It will greatly help us present relevant information and serve as a backdrop for our event. Furthermore, some of our participants are elderly people. The LED Wall will aid in showing slides that may be too obscure if placed on a regular screen using a projector.

Our Social Engagement team will closely coordinate with Engr. Burlas to facilitate proper handling of the equipment. They will facilitate communication with your office and the General Services Division.

Hoping for your positive response.

Thank you very much!

Sincerely,

**MARGRAF VON JEAN G. ESLOPOR**  
Social Engagement Coordinator

Recommending Approval:

**ENGR. MARLON BURLAS**  
Head, General Services Division

Noted by:

**MARLEA P. MUNEZ, RPF**  
In-country Project Manager

Approved:

**PROF. PROSE IVY G. YEPEZ, EdD**  
University President