



July 15, 2022

**Dr. Dilberto O. Ferraren**  
Vice President-PRGGAS  
and BAC Chairperson  
VSU, Visca, City of Baybay, Leyte

Dear Dr. Ferraren:

ISRDS will be conducting a stay-in orientation seminar on the BIDANI Program on July 21-22, 2022 for 20 participants from our four component campuses. The venue is the ISRDS Training Room at the VSU Main Campus, Baybay City, Leyte.

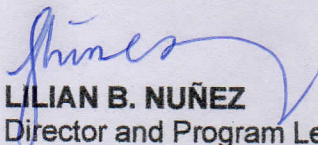
May we request that the participants be accommodated at the VSU Apartelle and that their meals and snacks be catered by the VSU Guest House due to the following reasons:

- 1) The proximity of the VSU Guest House to the training venue will allow the timely serving of fresh meals and snacks to the participants and facilitating team.
- 2) An outsider-caterer will need to set up its facilities at the ISRDS lobby for the two-day seminar which will cause inconvenience to the ISRDS staff and our clientele.
- 3) There will be a night session on Day 1 for mentoring participants on doing extension work. Thus, it will be convenient for them to be accommodated at a lodging facility within the campus. Moreover, during breaks they have the option to take a rest in their rooms.
- 4) COVID-19 continues to threaten everyone. The participants will be less exposed to people outside of VSU, including the catering staff, if they are accommodated within the campus. This is not to mention that the catering staff will be moving to and from VSU several times during the seminar duration which indicates a potentially higher risk for ISRDS staff and the participants.
- 5) We can save on fuel expenses as the participants will not need to travel to Baybay City for their accommodation.

Overall, the VSU facilities provide convenience, quality service, and security to our clients and guests based on our experience in the past several years.

We earnestly hope for the approval of this request. Thank you and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director and Program Leader, VSU-BIDANI