



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

February 12, 2025

Engr. Marlon G. Burlas
Director, General Services
VSU, Visca, Baybay City, Leyte


Dear **Engr. Burlas**,

Greetings.


I am writing to request your permission and support in allowing our BSA students to use the available 4-wheel farm tractor for our AgSc20 Basic Farm Machinery and Mechanization laboratory classes. We aim to provide hands-on experience for our students, allowing them to develop practical skills in farm tractor operation. However, we don't have a functional 4-wheel farm tractor yet in the department. Hence this letter.

If granted, we will arrange the schedule of using the said farm tractor after the midterm week (third week of March 2025) to give way to laboratory sections with conflicting schedules and the availability of the machine. We will also shoulder the fuel, operator, and maintenance expenses for this activity.
Thank you very much for considering our request.

Sincerely,


WENCES REY B. DELA PEÑA
Instructor, Department of Agronomy
AgSc20 Course Coordinator

Noted:


LUZ G. ASIO
Head, Department of Agronomy



DEPARTMENT OF AGRONOMY
Visayas State University, PQUV+97H Baybay City, Leyte
Email: agronomy@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1013



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