



24 May 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Through:

DR. REMBERTO A. PATINDOL

Vice President for Administration and Finance

Dear Dr. Tulin:

Greetings!

In reference to your approval on the conduct of our Restricted Land Mobile (RLM) seminar, I would like to inform you that we have initially reached the NTC RO8 for them to conduct the said activity. This seminar is necessary for our security personnel in compliance with RA No. 3846 while using hand-held radio as their means of communication. The said seminar will help them acquire the Radio Operators' Certificate (ROC) and be more knowledgeable on how to properly use the hand-held radio during their tour of duty in guarding the campus.

During this pandemic, the seminar will be conducted virtually by the NTC RO8. Prior to the schedule of the seminar, the NTC suggested that we have to comply the first three requirements needed such as a.) Application for radio operator certificate form; b.) 3 pcs 1x1 ID; and c.) Payment of 530.00php each participant. The Office will send a request letter to the NTC as a requirement in the conduct of RLM seminar to all our DRRM personnel. We will also try to request that payment be given later once this proposal is approved.

Thus, I would like to seek approval on the attached training design for this activity and seminar fee be charged to faculty and staff development fund.

Thank you and looking forward to your favorable action on this request.

Very truly yours,


JULIUS V. ABELA
Head, OUDRRM

Recommending Approval:

DR. REMBERTO A. PATINDOL

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
President