



July 28, 2022

**Atty. Ryzan C. Guinocor**

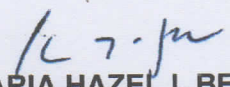
Director  
Office of the Director of Administrative Services  
Visayas State University  
Visca, Baybay City

**Dear Atty. Guinocor:**

We would like to request your approval to allow our administrative workers, **Mr. Anelito C. Pernito** and **Mr. Carlito O. Suganob** to do grass cutting and cleaning around the Department of Economics surroundings this coming July 30 & 31, 2022. We further request that gasoline will be provided for this purpose.

Thank you very much and hoping for your favorable approval.

Very truly yours,

  
**MARIA HAZEL I. BELLEZAS**  
Head, DoEcon

Approved:

**RYSAN C. GUINOCOR**  
Director, ODAS