



**VISAYAS**  
STATE UNIVERSITY



**DEPARTMENT OF**  
AGRONOMY

October 16, 2023

**EDGARDO E. TULIN, Ph.D.**

President

Visayas State University

Visca, Baybay City, Leyte

**Thru: DANIEL LESLIE S. TAN, Ph.D.**

Vice President for Administration and Finance  
Visca, Baybay City, Leyte

Dear Sir:

Global warming has affected our workplace. This ill-effect results in a continuous rise in air temperature and reduced relative humidity making our offices uncomfortable to work due to inadequate cooling conditions. As a result, several offices in the university have installed air conditioning units to provide a conducive and healthy working environment for the employees. Recently, I acquired a 0.50 hp window-type air-conditioning unit which can suffice in cooling our faculty room to solve such uncomfortable conditions.

In this light, we would like to request your approval to install said air conditioning unit so that we will be more comfortable and productive in delivering our services. If granted, we will also request that the installation of the unit be rendered by the general services office, and whatever materials needed will be shouldered by the undersigned faculty.

We look forward to your response and hope to enhance the working conditions in our office.

Respectfully yours,

**ED ALLAN L. ALCOBER**

Faculty, Department of Agronomy

**WENCES REY B. DELA PEÑA**

Faculty, Department of Agronomy

Noted:

**DIONESIO M. BAÑOC**

Head, Department of Agronomy

Recommending Approval:

**DANIEL LESLIE S. TAN, Ph.D.**

Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN, Ph.D.**

University President

**DEPARTMENT OF AGRONOMY**

DASS Building, Visayas State University,

PQWV-97H Visca Baybay City, Leyte

Email: [agronomy@vsu.edu.ph](mailto:agronomy@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 Local 1013



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 910685748

