



August 23, 2022

Atty Ryzan Guinocor
OIC, Office of the General Services
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

We would like to request your approval to allow our Administrative Personnel, Mr. **Carlito O. Suganob** and **Mr. Anelito C. Pernito** to do the grass cutting and cleaning around the Dept. of Economics surroundings this coming Saturday (August 27, 2022). May we also further request that gasoline will be provided for this purpose.

Thank you very much.

Very truly yours,


MARIA HAZEL I. BELLEZAS
Head, DoEcon

Approved:

RYZAN C. GUINOCOR
OIC, OGS