



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

March 28, 2025

Engr. Marlon G. Burlas
Director, General Services
Visayas State University

Dear Sir,

Subject: Request to repair deteriorated ceilings and walls in classrooms, laboratory rooms, and office spaces.


I hope this message finds you well.

Our PhD in Agronomy program will be evaluated for inclusion in the DOST-ASTHRDP scholarship by the SEI Technical Working Group (TWG) from April 14 to April 16, 2025.

In light of this, I kindly request that the repair and replacement of the deteriorating ceilings and walls in our classrooms, laboratories, and office spaces be expedited. We have already submitted a carpentry job request to your office regarding this matter, with tracking number 263540. However, we currently lack the necessary materials, including marine plywood, nails, and paint. We would appreciate your assistance in resolving this issue. Our current PPMP for marine plywood, with PPMP number PPMP-2025-092524-0483 and funding source: General Fund-MOOE, specifies a thickness of $\frac{3}{4}$ " instead of $\frac{1}{4}$ ". I hope you can assist us with this matter.

Thank you for your continued support.

Best regards,


LUZ C. ASIO, Ph.D.
Head, Department of Agronomy

Approved:

MARLON G. BURLAS
Director, General Services



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