



July 15, 2022

Dr. Maria Juliet C. Ceniza

Vice President

Office of the Vice President for Research, Extension, and Innovation

Visayas State University

Visca, Baybay City, Leyte

Thru: Dir. Rosa Ophelia D. Velarde

Director for Research

Dear **Dr. Ceniza**,

Greetings!

The Ecological Farm and Resource Management Institute (Eco-FARMI) has its own training hall that is intended for training, seminars, meetings, or even classes and other office-related activities and is also available for use by other offices or even non VSU personnel upon request. The training hall hasn't been repaired for a long time due to a lack of funds. The portion of the ceiling is already broken and the painting on the ceiling and walls has deteriorated. Since face-to-face activities are already permitted in accordance with the protocol, it is necessary to prepare the training hall for future utilization.

In this regard, we would like to request from your good office for a substantial assistance in terms of materials and carpentry workforce needed to complete the aforementioned repair and maintenance.

We are looking for your utmost consideration on this matter.

Sincerely yours,

DHENBER C. LUSANTA

OIC, Eco-FARMI

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director for Research

Approved:

MARIA JULIET C. CENIZA

VP for Research, Extension, and Innovation