



October 12, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

The **Study 1: Ecology and Population Distribution Assessment of *A. malaccensis* in Leyte and Biliran Islands**, of the ECo-SAP project under the Internationalization program of VSU, will conduct a phenological study (i.e., flowering and fruiting) of the *Aquilaria* species in Brgy. Pinamanagan, Abuyog, Leyte on November-December, 2022.

Prior to and in preparation for the activity, a bamboo scaffold will be constructed and mounted around the *Aquilaria* tree. This structure will facilitate the researchers' ascent up the stem and branches of *Aquilaria* during monitoring.


In this regard, I request a cash advance in the amount of PhP 10,500.00 for purchasing 35 pieces of bamboo poles. In addition, these materials will be acquired directly on the field.

I appreciate your support and look forward to your approval of my request.

Very truly yours,


JIMMY O. POGOSA
Study Leader, ITEEM ECo-SAP Project

Noted:


ELIZA D. ESPINOSA
Director, ITEEM

Approved:

EDGARDO E. TULIN
President