

R.S. REYNA CONSTRUCTION

General Engineering/General Building
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January 31, 2021

DR. EDGARDO E. TULIN

The President
Visayas State University
Baybay City, Leyte

Attention:

ENGR. MARIO LILIO P. VALENZONA

Director General Services
Visayas State University
Baybay City, Leyte

Dear Sir,

Good day.

Sir, I am writing you to formally request from your good office in reference with the project: *Rehabilitation of VSU, Front Fence*, damaged by the widening of the national highway and construction of main gate with extension arch that we are going to *temporarily closed* the entrance gate at seaside portion for the reason that we are going to start layout and construction of the said entrance gate at seaside portion on *February 1, 2022*.

Hoping for your favorable action and kind consideration on this regard.

Thank you so much and more power.

Sincerely yours,

ENGR. REYNALDO S. REYNA

Proprietor/Manager

R.S. REYNA CONSTRUCTION

RECOMMENDING APPROVAL

MARIO LILIO P. VALENZONA
Director, PHYSICAL PLANT OFFICE