



January 16, 2023

Engr. Eldon de Padua

Head, Department of Agricultural and
Biosystems Engineering
Visayas State University
Visca, Baybay City, Leyte

Thru: **Alan Guarte**

In-charge, DABE workshop

Dear Engr. De Padua:

Recently we are fabricating mechanical shredder as requested by LGU-Baybay for the vermicomposting facilities given to different associations. One of the component of the shredder is the ply wheel which need to be finished or cut uniformly using the lathe machine. Unfortunately, the machine that we have at the center is little bit smaller and cannot accommodate the required diameter of the ply wheel. Hence, this request for the use of the lathe machine at the DABE workshop which is bigger and can accommodate the required size of the component that the shredder needs.

Thank you very much and looking forward to your kind approval to this request.

With best regards,

Romel B. Armecin
Director, NARC