



**VISAYAS**  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

October 8, 2025

**Dr. Renezita S. Come**  
Chairman, Tree Management Committee  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Come**:

Good day!

I hope this letter finds you in good health. On behalf of Eco-FARMI, I am writing this letter to respectfully request assistance from your humble office regarding the removal of the regrowth tree within FARMI's demonstration farm. The regrowth tree post threatens to FARMI's demonstration area, specifically in the piggery and poultry area.

The FARMI tries to improve the whole facilities of the demonstration farm aiming it to be pleasing and comfortable to our clientele. With these objectives we know that your office is capable and we would be deeply grateful if you could accommodate this request at the earliest possible time.

We look forward to your favorable response.  
Thank you!

Respectfully yours,

  
**ODELO B. BALDOS**  
Ag.Tech II, FARMI

Noted by:

  
**ED ALLAN L. ALCOBER**  
Head, FARMI

Approved by:

**RENEZITA S. COME**  
Chairman, Tree Management Committee



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**  
Visayas State University, PQWV+X76 Baybay City, Leyte  
Email: [ecofarmi@vsu.edu.ph](mailto:ecofarmi@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1040



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 9109658749



Page 1 of 1  
**FM-VSU-03**  
V4 01-23-2025

No. **FARMI-25-036**