



6 July 2022

ATTY. RYSAN C. GUINOCOR

OIC Head, Office of the Head for General Services
Visayas State University

Dear Atty. **Guinocor**,

Thank you so much for the favorable response of our request dated 6 June 2022 regarding the grass cutting at the Agrometeorology Station at VSU which is used by the Department of Meteorology as the synoptic laboratory. However, based from observation, feedback of the personnel based at the station and request from PAGASA Central Office for a quality assurance measure for data observation, once a month cutting of the grass in the area is not enough. The grass caused obstruction to the instrument installed in the area. With this, I would like to make an appeal of our request that the cutting of grass in the said area will be done twice a month which will be scheduled on the second and last Saturday of the month starting this month of July and on-wards.

Thanking you so much for your continued support.

Very truly yours,

CHARLIE S. ANDAN

Head, Department of Meteorology

Noted by:

JANNET C. BENCURE

Dean, College of Engineering & Technology

Approved by:

Atty. RYSAN C. GUINOCOR

OIC Head, Office of the Head for General Services