



September 1, 2022

ENGR. MARLON G. BURLAS
Head, Motorpool & Electrical Services
Visayas State University
Visca Baybay City Leyte

Dear Engr. Burlas,

This is to request onsite calibration of our laboratory equipment listed below.
Calibration of equipment is in conformance with ISO 9001:2015 Standard requirements.

Instrument/ Equipment No.	Instruments/Equipment Name
3	Oven
1	Muffle Furnace
1	Top Load Balance Electronic Weighing Scale (6,000g)
1	Analytical Balance (220g)

Hoping for your kind consideration to this request.

Thank you very much.

Very truly yours,


RUTH O. ESCASINAS
Head, DA

Approved:

ENGR. MARLON G. BURLAS
Head, Motorpool and Electrical Services