



December 7, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte


Dear Sir:

Good day!

I would like to request for the entry of the Baybay Printshop technicians, namely, **Mr. Marlon Crosa**, **Mr. Jeffrey Razaga**, and **Mr. Recardo Paler** on December 9, 2021. Supposedly, they will install the air-conditioning unit at the Department of Biotechnology today but due to heavy rains, they were unable to do so.

Hoping for your approval on this request. Thank you very much.

Very respectfully yours,


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Approved:

EDGARDO E. TULIN
University President