



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 technicians from Baybay Printshop namely: **Mr. Marlon Crosa, Mr. Jeffrey Razaga, and Mr. Recardo Paler**. Their entry is needed for the installation of the air-conditioning unit of the Department of Biotechnology from December 8-10, 2021. The technicians need 3 days to finish the installation. This process cannot be rushed since correct fitting must be ensured for the successful operation of the unit. This letter will serve as their entry in the university.

Hoping for your approval. 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