



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**AGRONOMY**

May 07, 2025

**Engr. Marlon G. Burlas**  
Director, General Services  
Visayas State University  
Baybay, Leyte

Dear Sir,

**Subject: Request for Assistance with Air Conditioner Installation**

I hope this message finds you well.


On behalf of the Department of Agronomy, I would like to request assistance in connecting our two air conditioners located in classroom #203. Unfortunately, our department does not have the resources to purchase the necessary electrical supplies for this installation, as our department's budget has been fully allocated.

Your prompt attention to this matter would be greatly appreciated. Improving the conditions in this classroom will significantly benefit our undergraduate and graduate students, particularly as our PhD program in Agronomy is now operational.

Your support is invaluable to us, and we hope you can assist us in this vital matter.

Thank you.

Sincerely,

  
**LUZ G. ASIO, Ph.D.**  
Head, Department of Agronomy

Approved:

**MARLON G. BURLAS**  
Director, General Services



**DEPARTMENT OF AGRONOMY**  
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