



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH AND
DEVELOPMENT STUDIES**

July 14, 2023

Atty. Rysan C. Guinocor
Head, General Services Office
VSU, Visca, Baybay City, Leyte

Dear Atty. Guinocor,

Greetings!

We would like to request that we will be given two (2) personnel for the grass cutting and cleaning of the surrounding areas of ISRDS this month.

Hoping for your favorable approval on this request.

Thank you and more power!

Truly yours,


Lilian B. Nunez
Director ISRDS

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