



November 4, 2022

**DR. DANIEL LESLIE S. TAN**

VP, Administration & Finance

Visayas State University

Baybay City, Leyte

Thru:

**DR. ANATOLIO N. POLINAR**

Tree Committee

Visayas State University

Baybay City, Leyte

Dear Sir,

Greetings!

I would like to inform your good office about the re-routing plan on Circuit 2 primary & secondary electrical distribution lines that covers Admin Building, Forestry, RCCC, Graduate School, QAC, Vetmed, Dlabs, DCHM, ICTMC, USSO, Upper Campus Dormitories and Fastfood Area. The existing lines traversed in an uneven terrain and making it difficult to conduct inspection and maintenance.

In order for this push through, the undersigned would like to request permission for the pruning/cutting of trees that may come along and may be affected to this re-routing plan.

Hoping for positive feedback on this plan.

Thank you and best regards!

Respectfully yours,

**MARLON G. BURLAS**

Power Plant and Electrical Services Head

Visayas State University