



VISAYAS
STATE UNIVERSITY



**REGIONAL CLIMATE CHANGE
RESEARCH & DEVELOPMENT
CENTER**

283572 ✓
OP 7/28

July 7, 2025

DR. PROSE IVY G. YEPES

President

Visayas State University

Thru:

DR. MOISES NEIL V. SERIÑO

VP Administration and Finance

DR. SANTIAGO T. PEÑA JR.

VP Research, Extension, and Innovation



Subject: Request for Assistance in Installing Window Grills at the DOST-VSU Forest Products Innovation and Training Center

Dear President **Yepes**,

I hope this letter finds you well.

I am writing to respectfully request your assistance in securing the DOST-VSU Forest Products Innovation and Training Center building through the installation of window grills.

As of this writing, 90% of the equipment intended for the Center has already been delivered. However, we are currently unable to proceed with installation and commence operations due to the lack of security features in the building - specifically, the absence of window grills.

Unfortunately, the inclusion of window grills was inadvertently overlooked during the design phase by our Draftsman and Engineer from the General Services Division. As such, we are submitting this request for support to address this oversight and ensure the safety of the equipment and the facility.

Please find below the summary of the materials and total cost estimates for the window grills, amounting to **Php22,665.88**:

Item No.	Description	Qty	Unit	Unit Cost (Php)	Total Cost (Php)
1	Steel square bar, 10mm x 6m	30	length	250.00	7,500.00
2	Welding rod	20	kg	121.39	2,427.80
3	Steel flat bar, 5mm x 25mm x 6m	25	length	450.00	11,250.00
4	Red oxide paint	2	Gal	561.36	1,122.72
5	Paint thinner	1	gal	375.36	375.36
Total					22,665.88

**REGIONAL CLIMATE CHANGE RESEARCH AND
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We sincerely hope for your favorable consideration of this request so we can proceed with the operationalization of the Center and fully realize its intended purpose.

Thank you for your attention and continued support.


DENNIS P. PEQUE, PhD, RPF, EnP
Faculty (DFS), and FPITC Coordinator

Recommending Approval:


MOISES NEIL V. SERINO, PhD
VP Admin and Finance *OLG-ARAF 7/10/25*


SANTIAGO T. PEÑA JR., PhD, DVM
Vice President, REI

Approved:


PROSE IVY G. YEPES, Ed.D.
President *P*

Note: maybe charged against Admin Cost in related projects under F&ES.

*subject to quarterly &
auditing rule*

Note: changed to R&M - C&F