



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**BIOLOGICAL
SCIENCES**

September 18, 2023

Dr. Ma. Rachel Kim Aure
Director for Instruction and Evaluation
VSU, Baybay City, Leyte

Dear Dr. Aure,

As per your instruction last week after you helped us with our laboratory room assignments, I made a job request to Mr. Norman Villas' office to install unifi for the connectivity of our Lecture rooms (DBS 101 & DBS 102). These rooms have already connectivity through LAN which the lecturer can use. However, due to our laboratory room problems, we transferred our laboratory classes to the lecture rooms. Since the students need connectivity for their laboratory classes, it is necessary that these rooms are connected to the unifi as well.

I was informed by Mr. Villas that only our Lab 105 and 106 are on the list for unifi installation and this was already installed. With this, I am requesting your good office to include our lecture rooms for this unifi connectivity so that our laboratory classes that were transferred to these lecture rooms can go on with their classes.

Thank you and I look forward to your positive response to this request.

Truly yours,

ANALYN M. MAZO
Department head

Approved:

MA. RACHEL KIM AURE
Director, Instruction and Evaluation