



18 March 2024

PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

Thru:

EDGARDO E. TULIN
VP, Administration and Finance

Subject: **Request for Tractor Tires**

Dear Sir,

Greetings!

I hope this letter finds you well. I am writing on behalf of the Regional Climate Change Research and Development Center (RCCRDC). As part of our ongoing operations, we are in need of replacement tires for our tractor.

Our current tires have worn out, and it has become necessary to replace them to ensure the continued functionality of our tractor. The tires are essential for our agricultural activities, which also play a crucial role in Tree Management office of the University operations.

Given the importance of this equipment to our operations, we kindly request your assistance in providing us with Two (2) rear tractor tires 8.3/8-22 with interior (non-Tubeless) and two (2) front tires 5.00-12 tubeless tractor tires. Your support will greatly help us in maintaining our productivity and serving the university effectively.


We understand the demands on your office and appreciate any support you can provide. Please let us know if there are any specific procedures or requirements, we need to follow to facilitate this request.

Thank you for considering our request. We look forward to your favorable response.


Sincerely,


ARTURO E. PASA, PhD
Director, RCCRDC

Recommending Approval:


EDGARDO E. TULIN *ex-VP 3/14/24*
VP, Administration and Finance
changed to gen fund Rep. & Man.

Approved by:


PROSE IVY G. YEPES
President *016 3/25/24*

**REGIONAL CLIMATE CHANGE RESEARCH AND
DEVELOPMENT CENTER**

Visayas State University, PQXW+3W2 Baybay City, Leyte
Email: climate.change@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1095



Management
System
ISO 9001:2015
www.tuv.com
ID: 310858749

