



21 Aug 2024

DR. MOISES NEIL V. SERIÑO

Vice President for PRGAS

This University

Baybay City, Leyte

Dear Dr. Seriño:

I would like to request your approval for my co-lessee, Associate Professor Michael Carlo C. Villas, to temporarily manage our housing unit at 108 Warner Apartment while I am on study leave from 1 September 2024 to 31 August 2027.

Our housing unit was awarded to us on April 1, 2023, and Assoc. Prof. Villas has been a reliable and responsible co-lessee since then. He is familiar with the unit's layout, rules, and maintenance requirements. I trust his ability to ensure the unit remains well-maintained and in good condition during my absence.

Please note that I will be coming in and out of the unit from time to time for data gathering and other research-related endeavors. I will inform Assoc. Prof. Villas of my expected arrival and departure times in advance.

I would be grateful if you could consider this request and provide the necessary authorization for Assoc. Prof. Villas to handle any issues that may arise during my study leave.

I hope for your consideration. Thank you.

Yours truly,

CHARLIE S. ANDAN

Tenant

Conforme:

MICHAEL CARLO C. VILLAS

Tenant

Approved by:

DR. MOISES NEIL V. SERIÑO

Vice President for PRGAS

