



March 10, 2022

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Sir Tulin**:

Warm greetings!

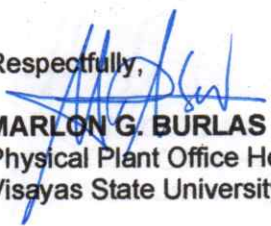
I have received the letter from the ACIAR-Forestry requesting to allot three (3) parking spaces for their incoming Pick-Up Trucks here in the PPO garage.

With your permission and approval, I would suggest and request that these units be integrated and be dispatched by the Motor Pool Services Unit in order to address the insufficiency of service vehicles and to cater the increasing travel demands of the VSU stakeholders. Nonetheless, the hierarchy of prioritization for travel requests would be ACIAR-Forestry then VSU top management and stakeholders.

Hoping for a favorable consideration on this request.

Thank you and best regards!

Respectfully,

  
**MARLON G. BURLAS**  
Physical Plant Office Head  
Visayas State University