



March 22, 2022

**DR. EDGARDO E. TULIN**

University President  
Visayas State University

Thru: **DR. DANIEL LESLIE S. TAN**  
VP for Administration & Finance  
Visayas State University

Dear Sir,

As vice-chairpersons of the university-wide calibration and maintenance committee, we would like to request a clerk for the ILE Unit to serve as dDRC and at the same time will conduct records keeping and documentation for all laboratory instruments and equipment.

Having said that, monitoring and scheduling of calibration dates for external calibration will be in placed and properly be conducted and sent to its respective external provider.

May this letter merit your favourable consideration and approval.

Respectfully yours,

**LEGARIO B. RAMOS**

Vice-Chairperson for Laboratory  
Equipment

**MARLON G. BURLAS**

Vice-Chairperson for Non-Laboratory  
Equipment

Recommending Approval:

**DR. DANIEL LESLIE S. TAN**

VP for Admin. & Finance

Approved by:

**DR. EDGARDO E. TULIN**

University President