



Republic of the Philippines  
LEYTE NORMAL UNIVERSITY  
College of Arts and Sciences  
**Social Work Department**  
P. Paterno St., Tacloban City, 6500



November 24, 2023

**THRU: MAYOR GINA E. MERILO**  
**TO: ENGR. NICEFORO S. LIBERATO**  
Municipal Agriculturist  
Tanauan, Leyte

Dear Sir,

Greetings of Peace!

We, the 3rd year section-two Bachelor of Science in Social Work students of Leyte Normal University are currently enrolled in SW115: *Social Welfare Project/Program Development & Management*. One of its requirements is to conduct a community activity beneficial to the community members.

In line with this, we would like to inform you that we have chosen Brgy. Cogon to be the venue of our activity. We will be conducting '*Eksakto nga Nutrisyon para ha Maupay nga Kabubuwason*' a symposium activity designated to the selected parents of the community. The symposium will focus on the proper ways to mitigate or combat malnutrition in the household. We will also provide vegetable seeds that the participants could utilize to supplement the activity. With this being said, we formally ask to collaborate with your office to get vegetable resources such as *pechay*, *okra*, *kangkong* and *sitaw* which we could utilize in the above mentioned activity.

We look forward to your collaboration.

Thank you for your time and consideration.

Respectfully yours,

  
**JAN CARLO VISBAL**  
*Student Representative*

Noted by:

**BASILISA O. SILVANO, MSW**  
*Faculty, Social Work Department*