



Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR

Office of the Provincial Vice Governor



October 15, 2024

**HON. VICENTE H. PIMENTEL III**

Municipal Mayor

Municipality of Carrascal, Surigao del Sur

**Subject:** Request to Borrow a Vehicle for the Team Development Activity in Davao City

Dear Honorable Mayor Pimentel,

I hope this letter finds you well. The Office of the Secretary to the Sangguniang Panlalawigan and the Vice Governor's Office will be conducting a significant team-building event entitled **"A Values Formation Journey for Lingkod-Bayan Excellence: Building Morale Through Team Development"** from **October 22 to 24, 2024**, in **Davao City, Davao del Sur**. This event aims to foster a stronger sense of unity, moral fortitude, and teamwork among our staff, contributing to our continued pursuit of excellence in public service.

In line with this, I would like to respectfully request the temporary use of any available city government vehicle to accommodate the transportation needs of the participants for the duration of the event. This support will greatly aid in ensuring smooth logistics and a successful team-building initiative.

We fully understand the challenges of coordinating vehicle availability and assure you that the vehicle will be used responsibly and returned in proper condition. Should there be any necessary documents or requirements for processing this request, please do not hesitate to inform us.

Thank you very much for considering this request. We deeply appreciate your continued support in fostering the growth and development of our government staff.

Yours sincerely,

**HON. MANUEL O. ALAMEDA, SR.**  
Vice Governor