



VISAYAS
STATE UNIVERSITY

**GEOGRAPHIC
INFORMATION
SYSTEM
LABORATORY**

September 27, 2022

Prof. Rosa Ophelia D. Velarde

Director for Research

Office of the Vice President for Research, Innovation and Extension

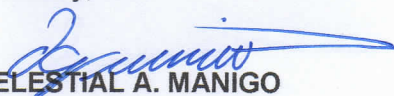
Visayas State University

Visca, Baybay City, Leyte

Dear Prof. Velarde,

I am writing to request funding for the purchase of the print head for our HP DesignJet T830 Multi-function Printer amounting to **Thirty Thousand pesos (30,000.00)**. This will be a replacement for the damaged print head to aid in the production of large-scale maps which are usually requested by research and extension projects of the university.

Sincerely,


CELESTIAL A. MANIGO
Head, GISSU

Approved:

ROSA OPHELIA D. VELARDE

Director for Research

OVPREI, VSU

**GEOGRAPHIC INFORMATION SYSTEM
SERVICES UNIT**

Visayas State University, PQWV+X76 Baybay City, Leyte

Email:

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1040



Management
System
ISO 9001:2015

www.tuv.com
ID 8108656740



Page 1 of 1
FM-VSU-03
V2 05-09-2023
No. **CM-23-001**