



VISAYAS
STATE UNIVERSITY



**REGIONAL CLIMATE CHANGE
RESEARCH & DEVELOPMENT
CENTER**

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April 9, 2021

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

Dear Sir,

This is to request your consideration and approval for the emergency purchase of 1 Unit Caburator for the replacement of damage Carburator of our Honda unit grasscutter to be use during university wide general cleaning/our building maintenance as well.

Hoping for your favorable consideration.

Respectfully yours,

EDUARDO O. MANGAOANG, PhD
Professor & Director

Approved:

EDGARDO E. TULIN
President