



**VISAYAS**  
STATE UNIVERSITY

## GEOGRAPHIC INFORMATION SYSTEM LABORATORY

January 25, 2024

**Dr. Ivy C. Emnace**

Director for Research

Office of the Vice President for Research, Innovation and Extension

Visayas State University


Visca, Baybay City, Leyte

Dear **Dr. Emnace**,

I am writing to request funding for the purchase of printer specifically **EPSON L3110 Multi-Function Ink Tank Printer** amounting to **Fourteen Thousand pesos (14,000.00)**. This printer will be the replacement of our damaged printer for our everyday use in the unit.

We thank you for your support on this matter, which will benefit our unit and the entire organization in the long run.

Sincerely,

  
**CELESTIAL A. MANIGO**  
Head, GISL

Approved:

**IVY C. EMNACE**

Director for Research

OVPREI, VSU

**GEOGRAPHIC INFORMATION SYSTEM  
SERVICES UNIT**

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