



August 15, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
Vice President for Administrative & Finance
Visayas State University


Dear Dr. Tulin:

The Department of Agronomy needs one laptop for clerk/dDRC use. A laptop is necessary so that the dDRC can continue working overnight in case of exigency. Experience shows that there are times when the computer in the administrative office will bog down at the end of the day, and reports/data have to be submitted the next day for evaluation purposes. The laptop could be of great help, considering that accreditation/evaluation has become part of our everyday life in this university.

Rest assured that the department with the undersigned as its current department head will try its best to continuously provide more efficient and effective performance and deliver its share in attaining the university's vision to become a globally competitive university for science, technology, and environmental conservation.

I am hoping for your kind approval of this request.

Respectfully yours,


RUTH O. ESCASINAS
Head, DA

Noted:

VICTOR B. ASIO
Dean, CAFS

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administrative & Finance

Approved:

EDGARDO E. TULIN
President