



June 10, 2024

Engr. Marlon G. Burlas

Head, Motorpool & Electrical Services

Visayas State University

Visca, Baybay City, Leyte

Dear **Engr. Burlas**:


In view of the ISO 9001:2015 standard requirements of VSU. I would like to request an on-site calibration visit for our laboratory equipment listed below.

Instrument/ Equipment Name	Location	Quantity	Estimated Cost	Estimated Calibration Cost
Thermometry				
Oven, Mechanical Connection	Preparation Room DA 201	3	10,314.68	2,100.00
Oven, Memmert	Preparation Room DA 201		313,058.24	2, 100.00
Oven – Stainless Steel with circulated fan	Plant Science Building Room 1		148,000.00	2, 100.00
Muffle Furnace	Plant Science Building Room 1	1	172,000.00	2,100.00
Gravimetry				
Electronic Weighing Scale	Preparation Room DA 202	1	18,000.00	1,500.00
Analytical Balance	Preparation Room DA 202	1	62,800.00	1,500.00
Measuring Equipment				
Multi- Purpose Portable Meter	Preparation Room DA 202	1	29,000.00	900.00
TOTAL				12,300.00

I hope for your kind approval of this request.

Thank you very much.

Yours sincerely,


LUZ G. ASIO
Head, DA

Approved by:

MARLON G. BURLAS

Head, Motorpool and Electrical Services

