



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

June 13, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Rotacio S. Gravoso
Vice President for Academics Affairs

RE : Request for the Purchase of School Furniture

Dear Dr. Yepes:

Warmest greetings from the Department of Economics!

The Department of Economics would like to request for the purchase of the following school furniture. These items are urgently needed for lecture and laboratory classes for a more conducive learning space of our students, as well as for a seamless delivery of our services. We have already submitted this last year but was on hold due to some reasons specified by OVPAA.

As per information from Dr. Rotacio S., Gravoso, OVPAA has available budget for instruction purposes as of the moment, hence, we are resubmitting this request for possible funding for 2024.

Item No.	Qty-Unit	Description	Unit Cost	Cost
1	60 pcs	School Desk, Color – black, Shape – Rectangular, Product Dimension (cm) - 59.4 D x 139.7Wx73.9H Style – Modern, Base Material – Alloy Steel, Top material type – engineered wood or heavy duty plastic Finish Type – Steel, Special Feature – Adjustable	2,000.00	120,000.00
2	120 pcs	Study Chair, Color – Black, Material – Alloy steel frame, plastic seat and back support, Product Dimension (cm) – 58.4Dx54.6Wx78.7H, Special Feature - Stackable	1,000.00	120,000.00
				P240,00.00

Thank you very much and hoping for favorable approval to this request.

Very truly yours,


ZYRA MAY H. CENTINO
Head, DoEcon



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