



07 July 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Baybay City, Leyte

Dear **Dr. Tulin**:

Greetings!


I extend my heartfelt gratitude for approving the request to use a share of the administrative cost of the three research projects I implemented from 2018 to 2021. The Institute's share is intended to purchase three (3) laptop computers, two (2) units of desktop computers, and various office supplies (please see attached the approved PPMP and PR for approval).

I understand that the procurement process may take some time. However, the laptop computer I currently use (more than five years old) is experiencing a flickering/abnormal display problem. The supplier pronounced it beyond repair due to the unavailability of spare parts in the market. In addition, continuous use of the said unit causes discomfort and aggravates existing eye problems, affecting my productivity.

With this, I respectfully request your approval to immediately purchase one (1) laptop computer, exempting it from public bidding.

Thank you very much, and looking forward to your favorable action on this request.

Very truly yours,


FE M. GABUNADA
Professor

Noted:


DHENBER C. LUSANTA
OIC Director, Eco-FARMI

Approved:

EDGARDO E. TULIN
President