



October 11, 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:

Good day!

The total estimated budget of the requested farm equipment is PhP 1,802,700.00, while the laptop is PhP75,000.00. Please see attached sheet for the details.

I am hoping for your kind approval of this request. Thank you.

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