



September 28, 2022

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

Thru: Daniel Leslie S. Tan
VP for Admin. & Finance
Visayas State University

This is to inform your good office that the DLPs in the department used in instruction are already worn out and about to lost its functionality. The poor performance to non-availability of the visual-aid equipment is affecting the delivery of lessons during lecture and pre-laboratory classes. In this connection, may I please request for an immediate purchase of three DLPs charged to Instruction Fund.

Looking forward to your favorable and prompt response to this request.

Thank you.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President