



COLLEGE OF AGRICULTURE AND **FOOD SCIENCE**

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December 6, 2021

Dr. Beatriz S. Belonias VP for Academic Affairs Visavas State University Visca, Baybay City, Leyte

Dear Dr. Belonias,

May we request from your office approval to purchase the following equipment stated below in the amount of Ninety Thousand Pesos (P90,000.00) for the College of Agriculture and Food Science (CAFS) charge to Laboratory Share. Said equipment are a replacement of the nonfunctional equipment at the college Dean's Office.

1. 1 unit CPU 25,000.00 30,000.00 2. 1 set Computer Desktop 35,000.00 3. 1 unit Aircondition, 2Hp Box type 90,000.00

I hope for your kind approval on this request.

Thank you.

Very truly yours,

Dean

Approved:

BEATRIZ S. BELONIAS VP for Acadmic Affairs



Vision: