



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

12 September 2024

Dr. Rachel Kim Aure

Head

Institutional Education Office (IEO)

Visayas State University

Visca, Baybay City

Subject: Request for 10 Reams of Bond Paper

Dear Dr. Aure:

I hope this message finds you well. I am writing to kindly request the provision of 10 reams of bond paper for our department's use. This will be used for printing of educational materials, or official documents, which is essential for the smooth functioning of our operations.

Please do not hesitate to contact me for any further details. Thank you for your continued support and assistance.

Sincerely,

ZYRA MAY H. CENTINO

Head,

Department of Economics

Approved:

RACHEL KIM AURE

Head, IEO



DEPARTMENT OF ECONOMICS

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