



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

December 13, 2023

**DR. DANIEL LESLIE S. TAN**

Office in-Charge  
Visayas State University  
Visca, City of Baybay, Leyte

Dear **Dr. Tan**,

I wish to make a fund request for the repair of the Tamaraw FX vehicle of the BIDANI project of ISRDS. The Motor Pool mechanic, Mr. Amiel R. Armada, assessed the condition of the said vehicle and identified the parts and supplies needed. Overall, the total estimated cost for the vehicle repair is Twenty Five Thousand Pesos (PhP 25,000.00) only. Please refer to the attached list.

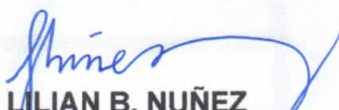
Maintained by our then official driver, Mr. Generoso L. Vequizo, our two vehicles, Tamaraw FX and Toyota Land Cruiser, were in running condition and served not only ISRDS but also other offices of the university for several years. However, during the COVID-19 pandemic which started in March 2020, the vehicles were not used as research and extension activities and other official travels were suspended. When Mr. Vequizo retired in February 2022, the hiring process for his replacement was undertaken but it was not pursued for reasons that I am unaware of. Nonetheless, we exerted efforts to check our two vehicles that have been left unattended since Mr. Vequizo retired. To recall, in October 2022, we requested Engr. Marlon G. Burlas to assign a driver from his office to assess the condition of the vehicles. We are glad that finally the Tamaraw FX is being considered for repair by the Motor Pool.

Indeed, we are in dire need of at least one vehicle due to the nature of our research and extension projects. When there is no available vehicle for our official trips, we commute to our places of destination, which is inconvenient and time consuming. We have attempted several times to request other offices to lend us their vehicle but usually our request was declined as their vehicle was not available. Moreover, staff members sometimes use their personal car for official trips as a last resort.

We, therefore, sincerely hope that this request merits your kind approval for the Tamaraw FX vehicle to be of service to us again, thereby improving our mobility and efficiency in the performance of our functions at the university.

Thank you very much and best regards.

Very truly yours,

  
**LILIAN B. NUÑEZ**  
Director



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AND DEVELOPMENT STUDIES**

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Page 1 of 1  
**FM-VSU-03**  
v2 05-09-2023  
No. 2023-593



TOYOTA Tamaraw

7-18-23

ENGINE: 7K

MODEL: KEIZLY - MRS

① ENGINE OIL	_____	4 pcs. 1500
② OIL FILTER	_____	1 pc. 380
③ GEAR OIL	_____	5 LTR. 1400
④ FUEL FILTER	(280)	1 pc. 85
⑤ BRAKE MASTER REPAIR KIT	need sample	1 SET. 650
⑥ BRAKE WHEEL CYLINDER KIT	(cup only) 65	4 pcs. 260
⑦ BRAKE SHOE	_____	4 pcs. 1500/set
⑧ BRAKE PADS	need sample	1 SET. 1200
⑨ BRAKE CALIPER KIT	_____	2 SET. 480
⑩ BRAKE CALIPER PISTON	need sample	2 pcs. 650/pc.
⑪ BRAKE HOSE	need sample	4 pcs. 850/pc.
⑫ CLUTCH MASTER REPAIR KIT	_____	1 SET - 380
⑬ SECONDARY CLUTCH REPAIR KIT	_____	1 SET - 280
⑭ ALTERNATOR BELT	_____	1 pc. - 450
⑮ A/C BELT	need sample	1 pc. 450
⑯ CARBUZZATOR OVERHAULING KIT	_____	1 SET. 550
⑰ CONTACT POINT, DISTRIBUTOR	_____	1 pc. 380
⑱ CONDENSER, DISTRIBUTOR	_____	1 pc. - 180
⑲ RADIATOR COOLANT	(280)	3 LTR. 840
⑳ WIPER BLADE	(450)	2 pcs. 900

PREPARED BY:

VINCENT PAUL ASILOM

NOTED BY:

MARLON G. BURLAS

Head, Motor Pool