



March 24, 2022

Dr. EDGARDO E. TULIN

President,

Visayas State University

Baybay City, Leyte

Greetings!

The Office of the Graduate School would like to humbly request 8 new tables for use since our current tables are already dilapidated from years of use and from the past years, we had also experienced several floods that has damage most of our tables. Currently, we are using the tables from our conference room for office use. Furthermore, the table at the Dean's Office has an MR to Dr. Belonias, who is already at the Office of the Vice President for Academic Affairs.

Hoping for your approval on our request.

Thank you very much!

Very truly yours,

ANABELLA B. TULIN

Dean, Graduate School

Approved:

EDGARDO E. TULIN

President, VSU