



December 10, 2021

Dr. Hazel Grace T. Taganas
Center Director
ATI-RTC 8

Dear **Dr. Taganas**,

Good day!

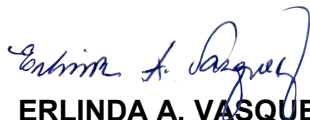
This letter is concerning the support of your institute for the improvement of the PhilRootcrops Learning Site Facility amounting to One hundred Fifty Thousand Pesos (PhP150.00). Based on the record of the Accounting Division of the expenses incurred for the project, there is still a balance of One Hundred Nineteen Thousand Two Hundred Forty Pesos (PHP 119,240.00). The bulk of this amount is the unliquidated obligations for the BNC Industrial Products Enterprises, the supplier of the bidded Construction Materials, including those intended for the project. Unfortunately, the supplier declined to accept the Notice of Award, which delayed the procurement and took a long time to resolve the problem, resulting in the cancellation of the award. Please find attached documents from the Accounting Division for reference.

To fully meet the project's objectives, we would like to request that your office allow us to use the remaining amount to purchase the construction materials before the year ends. We hope this merits your kind consideration and approval of our request.

Thank you very much.

Very truly yours,

Project Proponents:


ERLINDA A. VASQUEZ

ELSA UMPAD

Endorsed by:

Approved:

EDGARDO E. TULIN
Director
PhilRootcrops

HAZEL GRACE T. TAGANAS
Director
ATI-RTC 8