



May 29, 2024

Dr. Rotacio S. Gravoso
Vice President for Academic Affairs
VSU, Baybay City, Leyte

Dear Sir:

Our department badly needs a tractor for our instruction, research, and production functions. Due to a lack of alternatives, we are using the 30-year-old hand tractor that breaks down often or, as a last recourse, carabao-drawn implements for our laboratory classes in AgSc 20 (Basic Farm Machinery and Mechanization), Agro 141 (Cropping Systems), Agro 144 (Cereal Production), Agro 132 (Sugarcane and Grain Legumes Production).

In many instances, this is causing embarrassment to our instructors during the conduct of the Summer Practicum for the Skills Development of our BSA students since they are expecting to practice using modern farm implements, VSU being a leading agricultural university in the country. Also, we always have problems every time our graduate and undergraduate students start to conduct their field experiments as they need a tractor for land preparation.

With this, we would greatly appreciate it if your office could help us purchase a **4WD compact tractor with a Disc Plow and Rotavator**, which has an estimated price of Php **600,000.00 to 700,000.00** (please see attached specification). This machine is an important tillage machine for soil cultivation. I remember last May 22, 2024, during the turnover ceremony of the CAFS Dean, you mentioned a 2.4M budget that could be used for academic-related expenses. We hope you can give a portion of the said amount to purchase this urgently needed machine.

Thank you very much for your kind support on this matter.

Respectfully yours,


LUZ G. ASIO
Head, DA

Recommending Approval:

SUZETTE B. LINA
Dean, CAFS

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

