



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

September 25, 2025

Dr. Rotacio S. Gravoso

Vice President for Academic Affairs
VSU, Visca, Baybay City, Leyte

Dear **Dr. Gravoso**,

Greetings from ISRDS!

This is a request for an air conditioning unit for one of our two classrooms at ISRDS. The classroom has been serving instructors and students from other departments, mostly from DPSS and DBM aside from ISRDS. It used to be a training room that could accommodate 60 people, but we opted to convert it to a classroom as our own little way of helping address the problem of lack of classrooms.

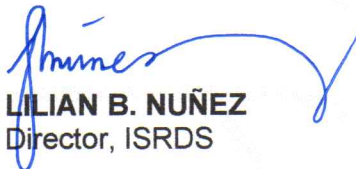
The classroom's air conditioner has broken down, most likely due to its limited capacity to cool a large room. Because this room was designed for air conditioning, the two electric fans currently in use are insufficient to cool it effectively. As a result, the students sweat during classes.

The air conditioning unit that we request from your kind office has the following specifications:

- **Air conditioner**
2.5 HP, Split-type, Non-inverter
Refrigerant: R410a

Thank you for helping us make teaching and learning more effective by creating comfortable learning spaces. Best regards.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS

Noted:

MARIA VANESSA E. GABUNADA
Dean, Faculty of Humanities and Social Sciences

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



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