



August 17, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Thru:

DR. DANIEL LESLIE S. TAN

VP for Administration and Finance

Dear Sir,

Good day. This is to inform your good office that the fumehood in one of the laboratory rooms (AC-206 – Organic Chemistry Laboratory) at DoPAC is already worn-out and non-functional. Thus, it needs to be replaced urgently as face to face classes will resume this coming September, 2022. The fumehood is really essential since all organic experiments which deals with some hazardous/toxic chemicals will be conducted in this laboratory room. In line with this, I humbly request for a budget in the purchase of the said equipment with the following specifications:

Product Name	Quantity	Price per Unit
Laboratory Fume Hood, chemical-resistant housing, ductless, with filter & Blower	1 Unit	P350,000.00
	Total	P350,000.00

Hoping for your favorable and prompt action on this request. Thank you very much.

Respectfully yours,

ELIZABETH S. QUEVEDO

Head, DoPAC

Noted:

MA. THERESA P. LORETO, PhD

Dean, CAS

Recommending Approval:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Approved:

EDGARDO E. TULIN

President