



February 7, 2022

Edgardo E. Tulin, PhD
President
Visayas State University
Baybay City, Leyte

T h r u: Dilberto O. Ferrarin
Chairman, Bids and Awards Committee
Visayas State University

This is to inform your good office that the Dissolved Oxygen probe of the only working portable multimeter at the DoPAC laboratory which is currently used by the BS Chemistry major students in their thesis experiments has already worn out. The non-availability of the said item is affecting the work procedure and quality of data obtained. In this connection, may I please request for an immediate purchase of the replacement DO probe, its accessories and delivery charge with an estimated total amount of P23,700 pesos under the small value procurement, and charge to DoPAC laboratory share (STF-164).

Attached are the supporting documents for the requested item.

Looking forward to your favorable and prompt response to this request.

Thank you.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Approved:

DILBERTO O. FERRAREN
Chair, Bids & Awards Committee