



January 20, 2022

**Dr. Dilberto O. Ferraren**  
OVRGAS and BAC Chairman, VSU  
Baybay City, Leyte

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*Dear Dr. Ferraren:*

Good Day!

May we request your permission to purchase UV plastic and sanitary pipes with an estimated total amount of Php 16,750 for the project entitled "VSU Resilient Kamote: Versatile Crop for the future" with a project code VSU-FTD-2021-1d, through NP-SVP.

The supplies mentioned above if purchased through normal procurement may take a while to arrive. The UV plastic and the sanitary pipes are needed during the preliminary stage of the experiment, and the project cannot progress without these supplies. Moreover, the project has a timeline of only one year, which is why the experiment must be set up as soon as possible. We are requesting your permission to purchase these supplies through an alternative mode of procurement, so that we can begin the set-up for our experiment as soon as we receive the supplies mentioned.

We are fervently hoping for your favourable reply on this request.

Very truly yours,

  
**MAE ANN A. BRAVO**  
Component Leader

Approved:

**DILBERTO O. FERRAREN**  
BAC Chairman and VP for Resource Generation  
and Auxiliary Services