





DEPARTMENT OF ECONOMICS

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Engr. Mario Lilio Valenzona Director General Services Division Visca, Baybay City, Leyte

Dear Engr. Valenzona:

The Department of Economics would like to request 2 gallon latext paint and paint brush. This will be used in painting plant box and other decorative materials in the department as part of our beautification projects in the department.

Thank you very much.

Very truly yours,

ZYRA MAY H. CENTINO Head Doleon

Approved:

MARIO LILIO VALENZONA Director, GSD