



April 20, 2023

**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 latex 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, DoEcon

Approved:

**MARIO LILIO VALENZONA**

Director, GSD