



May 7, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: The Chairman
Finance Committee

RE : Request for the Purchase of Equipment and Office Furniture

Dear Dr. Yepes:

Warmest greetings from the Department of Economics!

The Department of Economics would like to request for the purchase of the following equipment. These equipment are urgently needed in the department for a more conducive learning of our students, as well as for a seamless delivery of our services. The total estimated cost is P900,000.00.

Item No.	Qty-Unit	Description	Justification	Unit Cost	Cost
1	2 units	Floor Standing Aircon, 6 Hp	During class observation conducted by the internal auditor last September 25 and October 5, 2023, the auditor found out that classroom ADE 135 and ADE 136 (1 st Floor) lacks ventilation creating CO2 accumulation and hot temperature. Hot air circulates within the room because of the 4 electric fans but cannot exit the room due to no ventilation. The condition of the room create uncomfortable working and study environment for teachers and students during classes. Installing airconditioner will somehow contribute to a more conducive environment for learning and help prevent the health risk associated with prolonged exposure to high temperature during summer and as what we have experienced in the past few days. Hence, this request.	P140.00	P280,000.00
2	1 unit	Built-in CPU Desktop	Every year the department will undergo ISO internal and external audit for continues improvement of a Quality Management System which is aligned with the requirements of ISO 9001:2015. Similarly, AACCUP accreditation for	P60,000.00	P60,000.00

