



6 April 2022

BEATRIZ S. BELONIAS, Ph.D.

Vice President for Academic Affairs
Visayas State University
Baybay City, Leyte

Dear Dr. **Belonias**,

Greetings!

In connection with our approved request to participate in the limited face-to-face classes in **Mete 151: Weather Analysis and Practicum I**, the office of the Department of Meteorology would like to ask for your support on our request to purchase a projector for instruction purposes charged to STF.

Mentioned herewith are the justifications why our office needs to have at least one projector:

First, for the actual conduct of the limited face-to-face classes for our third year BS Meteorology students under Mete 151, the office needs to have at least one projector. In fact, way back 2019 there was an approved request in purchasing a projector for the Department, unfortunately we were informed by the former budget officer Ms. M Panchito that our request for the projector cannot be purchased since there was no capital outlay.

Second, due to the lack of a projector in our office we tend to borrow a projector from other departments under the College every time we conduct classes or meetings. We even borrowed one from your office at some point. There is also a scenario where the Department cannot use one due to unavailability of the said equipment since it is frequently utilized in meetings.

Despite the challenges, the Department of Meteorology continues to provide quality education to our students.

I hope this request letter will merit your kind consideration. Thank you and hoping for your positive reply.

Thank you.

Very truly yours,

CHARLIE S. ANDAN

Head, Department of Meteorology

Recommending Approval:

JANNET C. BENCURE, Ph.D.

Dean, College of Engineering and Technology

Approved:

BEATRIZ S. BELONIAS, Ph.D.

Vice President for Academic Affairs