



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT

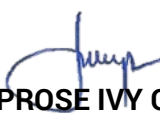


Memorandum No. 546

Series of 2024

TO: **Engr. Marlon G. Burlas**

RE: **Authorization to Canvass Industrial-Type Coolers/Fans for Commencement Exercises**

FROM:  **DR. PROSE IVY G. YEPES**
University President

DATE: **June 26, 2024**

To enhance aeration and ventilation in our function halls and rooms, including the VSU Gymnatorium, we propose the procurement of heavy, industrial-type coolers/fans. These will be strategically placed to ensure adequate ventilation and comfort during various events.

Together with the authorized canvasser from the Procurement Office, you are hereby authorized to canvass for such equipment. Please ensure that the coolers/fans you canvass are of high quality and meet the desired standards to ensure their longevity and effectiveness.

For your information and usual support.

cc: File
Records Office
Head, Procurement Office
VPAF

OFFICE OF THE PRESIDENT

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