



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
PURE & APPLIED CHEMISTRY

February 15, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University

Dear **Dr. Tan**:

The Department of Pure and Applied Chemistry was issued a Corrective Action Report No. CAR-24-23 on February 8, 2024, by the Quality Management Officer as requested by the Customer Feedback Officer since it failed to comply with the not less than 80% performance rating particularly on office access and facilities. After conducting the Root-Cause Analysis, several reasons were identified. These include the very limited to non-working cooling fan/air-conditioning unit in the office lobby among others. The installation of air-conditioning unit in the office lobby is one of the best solutions since it will provide comfort and give a refreshing feeling to perspiring walk-in customers especially during a sunny day given the considerable distance from the main gate and using the long stairs to reach DoPAC. At present, the procurement of an air-conditioning unit is a least priority at DoPAC due to its very limited budget. In this connection, may I please request a portion of the University's 2024 budget for the procurement of five (5) ceiling fans and five (5) stand fans with the following specifications:

- Ceiling fan: Orbit type, metal blade 16", 3-speed controller, unit price: 2,500.00
- Stand fan: Durable High-Performance, blade material: PP, Blade size: 16", 3-speed piano button switch, Thermal fuse protection, Oscillation, With height adjustment, unit price: 2,500.00

May this request merit your prompt action.

Thank you for your usual support to the Department of Pure and Applied Chemistry.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Noted by:

MA. THERESA P. LORETO

Dean, CAS *OK - FEB 26 2024*

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

DANIEL LESLIE S. TAN
OIC-President, VSU

changed to PY Scham-ayuan
STF

DEPARTMENT OF PURE & APPLIED CHEMISTRY
Visayas State University, PQWV+QP8 Baybay City, Leyte
Email: dopac@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1032



Page 1 of 1
FM-VSU-03
V4 05-09-2023

No. 24 -

- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

SCAN HERE



PPMP-2024-0226-181019

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
CY 2024

Unit/Office/Dept/Div: **Department of Pure and Applied Chemistry**
 Project Code: **DoPAC: Request for equipment (CAR-24-23)**
 Purpose: **Office use**

Total Budget : **28,000.00**
 Funding : **GF-MOOE**
 PPMP #: **15-5-834-2024-1-0-3**

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Construction and Electrical Supplies																
Stand Fan, 405 mm diameter, 220 volts	5	unit	2,500.00	12,500.00				5								
Sub-Total				12,500.00												
Office Equipment																
Ceiling fan	5	pc	2,500.00	12,500.00				5								
Sub-Total				12,500.00												
Grand Total				25,000.00												

Prepared by:

SUSANA B. MIROZA

Submitted by:

ELIZABETH S. QUEVEDO
 Unit Head/Project Leader

{{-- Date: **02/26/2024**

*Funding Sources: General Fund(GF), Trust Fund(TF, Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies