



30 September 2021



**Dr. Daniel Leslie S. Tan**  
Vice President for Administration and Finance  
Visayas State University  
Baybay City, Leyte

Through: **Ms. Louella C. Ampac**  
Financial Management Director

Dear Dr. Tan:

In our effort to improve our information dissemination activities at VSU Radio DYDC FM, we wish to use the station's Studio C as an Announcer's Booth for discussion programs. To do this, we need two (2) sets of computer. The estimated cost the two sets is PHP100,000.

In this regard may we request your approval for the purchase of the equipment charged to the VSU Funds?

Attached please find our Proposal to Use the Studio C as an Announcer's Booth for Discussion Programs and the specifications for the computer units.

We hope for your favorable action on this request.

Respectfully yours,

**ROTACIO S. GRAVOSO**  
DYDC Station Manager

Noted:

**CHRISTINA A. GABRILLO**  
Head, DDC

Certified Funds Available:

**LOUELLA C. AMPAC**  
Financial Management Director

*ch. to PY STF ICT*

Approved:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

