



November 19, 2021

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

Thru: **DR. BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

Dear **Dr. Tulin**:

The Department of Mathematics would like to request a Risograph machine (RISO) for office and instructional use. The department will be needing it to reproduce instructional materials such as test papers and teaching/learning guides especially if the face-to-face classes resume. Currently, the department has no RISO machine since the previous one that we had is no longer serviceable and was declared waste.

The department is handling a GE course (Math 11n) and several Math courses for different undergraduate programs of the university.

I am looking forward to your favorable action on this request. Thank you very much.

Respectfully yours,

*Eusebio R. Lina, Jr.*  
**EUSEBIO R. LINA, JR.**  
Head, DMath

Noted by:

*mtplnro*  
**MA. THERESA P. LORETO**  
Dean, CAS

Recommending Approval:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

*Louella C. Ampac*  
**LOUELLA C. AMPAC** *12/3/21*  
Director, Finance  
*Charge to TF-15*

Approved:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
President