



COLLEGE OF AGRICULTURE AND FOOD SCIENCE

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December 6, 2021

Dr. Beatriz S. Belonias VP for Academic Affairs Visavas State University Visca, Baybay City, Leyte

Dear Dr. Belonias,

May we request from your office approval to purchase the following equipment stated below in the amount of Ninety Thousand Pesos (P90,000.00) for the College of Agriculture and Food Science (CAFS) charge to Laboratory Share. Said equipment are a replacement of the nonfunctional equipment at the college Dean's Office.

1. 1 unit CPU

25,000.00

2. 1 set Computer Desktop

30,000.00

3. 1 unit Aircondition, 2Hp Box type

35,000.00

Total

90,000.00

I hope for your kind approval on this request.

Thank you.

Very truly yours,

VICTOR B. ASIO

Dean

Approved:

VP for Acadmic Affairs



Vision: Mission: