



December 6, 2021

Dr. Beatriz S. Belonias
VP for Academic Affairs
Visayas 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:


BEATRIZ S. BELONIAS
VP for Academic Affairs