VISAYAS
STATE UNIVERSITY

INSTITUTE OF TROPICAL ECOLOGY AND
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April 6, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
        Vice-President for Administration and Finance

Dear *Dr. Tulin,*

I am writing this to kindly request an **emergency purchase** of 1 unit of desktop computer (CPU only) and 1 unit of printer, as specified in the table below, **charged to the university funds**.

A desktop computer (DTC) and an inkjet printer of the Institute have ceased to work now despite technical efforts undertaken. Reasons vary, such as voltage destabilizations being experienced before (as budget constraints to purchase UPS immediately), overheating due to unstable required room temperature (as the air conditioner unit also ceased working for 3 years now), and obsolescence of the DTC and the printer (purchased in 2012 and 2014, respectively) contributed the most.

The equipment mentioned are being used by the Institute's Administrative Assistant who is handling major administrative works, and at the same time, doing the desktop publishing/ layouting of reports, manuals, and other IEC materials. Thereby, the equipment's impairment slows down parts of the major Institute's process flow. Temporarily, the Admin Assistant is using a laptop in delivering her tasks, limiting to only what the laptop (ExpertBook Essential) can offer in performing her complex job.

Below are the specifications of the equipment needed:

Qty.	Specifications	Unit Cost
1 unit	**DESKTOP COMPUTER (CPU ONLY)**	65,000.00
	Intel Core i7-10700 8Cores 2.90GHZ	
	Gigabyte GA-b460m-Power Mobo	
	Memory: 8GB DDR4	
	HDD: 1TB	
	Kingston SA400S37/480GB SSD	
	Optical Disk Drive	
	Video Card: MSI 1050ti	
	Huntkey GS600 600W PSU	
	Aerocool Playa Casing	
	UPS	
	With: Licensed Microsoft Windows 10	
	Licensed Adobe Photoshop CS5	
	Licensed Adobe InDesign (2014 ver)	
1 unit	**(HP) SMART TANK WIRELESS ALL-IN-ONE PRINTER**	10,500.00
	Connectivity: Hi-Speed USB 2.0, Wi-Fi, Bluetooth LE	

Management
System
ISO 9001:2015

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VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v0 05-04-2020
No.   22-142

Qty.	Specifications	Unit Cost
	Paper handling:	
	Up to 100 sheets of input capacity	
	Up to 30 sheets of output capacity	
	Media sizes supported (metric) - A4; B5; A6; DL envelope; 76.2 x 127 to 215.9 x 355.6 mm	
	Media types - Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers	
	Media weight supported (metric) - Plain paper: 60 to 90 g/m²; Envelopes: 75 to 90 g/m²; Cards: up to 200 g/m²; Photo paper: up to 300 g/m²	
	Borderless printing (up to 8.5 x 11 in, 210 x 297 mm)	
	Printing:	
	Print speed: Black - 11 ppm; Color - 5 ppm	
	Print resolution (best) - Up to 1200 x 1200 dpi	
	Scan speed: 3 ppm color; 5 ppm monochrome	
	Maximum flatbed scan size (metric): 216 x 297 mm	

As indicated, we clearly specified the brand of the printer to be HP (Hewlett Packard) for its proven rich output quality, especially on color handling, over that of the other brand (Epson) usually purchased. Such specification is very essential to the effectiveness of the desired printout for IECs. Thus, I further request the specified brand of the printer be followed.

Your prompt and positive action on this request, Sir, will be greatly valued for our spontaneous efficiency of output delivery.

Thank you very much for your continued support for the Institute.

Very truly yours,

ELIZA D. ESPINOSA
Director

Recommending Approval:

DANIEL LESLIE S. TAN ᵣ₄/₁₉
VP for Administration and Finance

Chr. to STF- CO UAF (re: printer No brand name is NC.)

Approved:

EDGARDO E. TULIN
President OIC 4/26/22