



6 November 2023

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Through: **Dr. Beatriz S. Belonias**
Vice President for Academic Affairs

RECEIVED
11/07/2023

Dear **Dr. Tan**:

As head of the newly created department, the Department of Philosophy and Social Sciences (DPSS), I would like to request from your office the following:

1. **Repair and repainting of Classroom 5b2.** One of our classrooms (Room 5b2) will be used as the new DPSS Administrative Office. Currently, the small office of the department is shared by the two departments, DALL and DPSS. Since this is one of our GOOIs during the 5th Internal Quality Audit held last September 26, 2023, the department is requesting for immediate repair and repainting of the said room so that our administrative staff can occupy the new office before the start of second semester of this school year, 2023-2024.
2. **1 (one) three-in-one printer (printer, scanner, and photocopier).** The department has only one (1) printer which is currently being used by our dDRC. This additional printer is needed for other faculty members in printing their instructional materials (syllabus, TOS, quizzes, etc.)
3. **2 Units Aircon.** These equipment will be installed at the Department Head's office which is located near Classroom 5b2, and at the administrative office. At present, the department head is still occupying the faculty room which is shared by 2 faculty members.
4. **2 Office Tables and Chairs.** These will be used by the department head and the dDRC,
5. **1 Copy Printer/Risograph.** The department has only 1 unit copy printer and this is shared by the two departments.
6. **2 Laptops; 1 for the head and 1 for the Department secretary.** The department head and department secretary are using their personal laptops for now.
7. **2 Filing Cabinets (Open shelves) and 1 Steel Cabinet with drawers and lock.** These equipment will be used for office files.

Thank you in advance for your continued support to our department's instructional needs.

Very truly yours,


AL FRANJON M. VILLAROYA
Department Head

Noted:


MA. THERESA P. LORETO
Dean, CAS

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

*Attach a PR +
PPMP*

Approved:

DANIEL LESLIE S. TAN
OIC President