



February 16, 2021

DR. DILBERTO O. FERRAREN
VP, for Planning, Resource
Generation and Auxiliary Services

Thru: **MS. JESSAMINE C. ECLEO**
Head, Procurement

Dear Dr. Ferraren:

Greetings!

We would like to inform you that one of our PC did not work due to the unannounced power interruption and we do not have an Uninterruptible Power Supply, thus it was not shut down properly. The Uninterruptible Power Supply (UPS) for the PC was no longer working. When the power was restored, Windows 10 couldn't boot properly at start up and was stuck in a Startup Repair loop. Technical troubleshooting has been done but it was not resolved. The PC was sent to ICTMC for a service repair.

In view of this, may I request for an emergency purchase of an Uninterruptible Power Supply so that the PC will have a backup if power source fails. This will also keep our PC safe and orderly shutdown the unit properly.

Hoping for a favorable action on this request. Thank you.

Truly yours,


LOURDES B. CANO
Director

Approved:



17 Feb 2021