



March 25, 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Baybay City, Leyte

Thru: **DR. DANIEL LESLIE S. TAN**  
VP, Administrative & Finance

Dear **Dr. Tulin**:

We would like to request your approval for immediate purchase of the following office equipment due to the necessity that surfaced:

**2 sets Laptop, 14" (i7)**

53,000

*Specifications:*

Processor: Intel Core i7 – 10<sup>th</sup> generation of Higher  
Graphics: NVIDIA GeForce MX250 at least 2GB GDDR5  
Memory: at least 8GB DDR4-2666  
Storage: at least 256GB SSD M.2 + 1TB HDD  
Display: 14" FHD (1920x1080) IPS 250 nits Anti-glare  
Touchscreen: None  
Optical: None  
Media Reader: 4-in-1 Card Reader  
Ethernet: None  
WLAN + Bluetooth  
Camera: at least 720p  
Microphone: at least 2x, Array  
Operating System: licensed Windows 10 Home or Pro  
Bundled Software: Microsoft Office Perpetual License  
Repair and replacement should be at most 3 months from returning the unit  
At least 3-year Warranty  
FREE: Backpack

**2 sets Desktop Computer, Branded, AMD Ryzen 5**

*Specifications:*

Processor: Up to AMD Ryzen™ 5  
Operating System Up to Windows 10 Pro  
Graphics: Integrated AMD graphics, Discrete NVIDIA GeForce® GT  
Memory: at least 8GB DDR4 2666 MHz  
Storage: at least 1TB 7200rpm SATA HDD and Up to 512GB PCIe  
Security: Trusted Platform Module firmware  
Smart: USB Protection in BIOS  
Disable I/O ports in BIOS: USB audio  
Connectivity: WiFi ac 1x1, Bluetooth  
Front Ports: at least 2 x USB 3.1 Gen 1, at least 2 x USB, 2.0, Audio  
Rear Ports & nbsp: at least 2 x USB 2.0, VGA, HDMI, Audio in, Audio out, Mic, RJ-45, Parallel Port (optional)



USB keyboard and Mouse

Monitor: at least 23 inches TFT LCD/LED, at least 1920x1080


100-240VAC, 50/60Hz & nbsp; UPS: at least 600VA, Typical recharge


Time: at most 4 hours

The desktop computers will be assigned at the RSP and L&D Offices and while the laptops will be assigned at L&D and PMRR Offices. Existing desktop computers keeps lagging due to its low memory and storage capacity and other problems. During conduct of virtual meetings of NAPB/APB/VASC and trainings, these problems cause delay especially during presentations and even logging off from the meeting. Computers with higher memory and storage capacity are needed in order for us to be more efficient in delivering tasks. Likewise, the L&D and PMRR Offices do not have a decent work laptop as of this time. These laptops are important tools in the conduct of trainings and other L&D activities especially that a face-to-face scheme is already allowed and the office also receives several requests for the facilitation of In-House trainings/seminars/workshops aside from the calendared L&D activities.

We are hoping for your kind approval. Thank you very much.

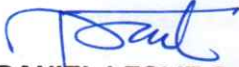
Very truly yours,

  
**JENNIFER E. ANDO**  
OIC Head, OHRSPPR  
In-Charge, OHLDHRA

  
**MIRIAM M. DELA TORRE**  
In-Charge, OHPMRR

  
**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

RECOMMENDING APPROVAL:

  
**DANIEL LESLIE S. TAN**  
VP, Administration & Finance

APPROVED:

  
**EDGARDO E. TULIN**  
President