

The laptop will be used for Human Resource Information System tasks (HRIS) such as approving DTR Requests, Log Appeal Requests, Computing of Leave Balances and for trainings related for RSSPRO. Considering the high volume amount of request from my clients. The RSSPRO does not have available laptop as of this moment and I believe that acquiring a laptop would be a great benefit and more efficient in delivering my task at home.

I am hoping for your kind approval on my requests. Thank you.

Very truly yours,

[Signature]
FLORANTE G. DIDAL
ADMIN AIDE IV

Noted:

[Signature]
REGINA C. BIBERA
IN-CHARGE, OHPLB

RECOMMENDING APPROVAL:

[Signature]
HONEY SOFIA V. COLIS
OIC-DIRECTOR, ODHRM

[Signature]
LOUELLA C. AMPAC
DIRECTOR, ODFM

APPROVED:

[Signature]
EDGARDO E. TULIN
President *alc celatin*

below 150,000 \$ to since mode is for release for F14



June 27, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay City, Leyte

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

Dear Dr. Tulin:

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

1 set Laptop 15.6", AMD Ryzen 3750

Estimated Budget: **(P72,000.00)** *below P50,000*

Specifications:

(release for FHE is mode)

- AMD Ryzen 7 3750H Processor 2.3ghZ Up to 4GHz
- Windows 10 Home
- 15.6" FHD (1920x1080), 120Hz, IPS-Level
- at least 4GB AMD Radeon RX 5500M GDDR6
- at least 16GB DDR4
- at least 512GB NVMe PCIe Gen3x2 SSD
- Per-Key RGB Backlight Keyboard
- 802.11 ac Wi-Fi + Bluetooth v5
- 1x Type-C USB3.2 Gen1
- 3x Type-A USB3.2 Gen1
- 1x RJ45
- 1x Micro SD
- 1x (4K @ 60Hz) HDMI
- 1x Mini-DisplayPort
- at least 6-Cell Li-Ion Battery (Type) 51 Battery (Whr)