



16 October 2023

Dr. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Visayas State University

2838

Dear Dr. Belonias:

The Department of Mathematics would like to request the procurement of the following items for instructional use charged to STF-Instruction.

1. 50 pcs of armchairs for lecture rooms
2. 25 pcs of chairs (no arm) for computer laboratory room
3. Five (5) units of UPS for computer laboratory
4. Five (5) units of LCD projectors

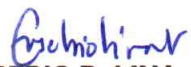
The department needs additional armchairs because we have a newly constructed additional classroom and to maximize the capacity of some of our classrooms. We also need LCD projectors to replace our unserviceable projectors.

In addition, we request to purchase UPS so we can start using the computers in our computer laboratory room. We received 22 units of desktop computers for our computer laboratory through the "Completion and Refurbishing of the Annex of the Old Library building to comply with the additional OBE Requirements of the Department of Physics, Department of Mathematics, and the Office of the Graduates School" project. However, the purchase of these units through the project did not include the provision of AVR and UPS. Since our electrical power supply often fluctuates, using AVR and UPS will protect and prolong the lifespan of these computer units. We already had a prior approved request for this item in July; however, our PR is still pending at the Budget Office due to a lack of funding. They were supposed to be charged to the savings from the abovementioned project, but the fund from the projects was already depleted and are earmarked for other items.

Attached is the draft PPMP and PR for your reference and review.

We are looking forward to your favorable action on this request. Thank you very much.

Respectfully yours,


EUSEBIO R. LINA, JR.
Head, DMATH

Noted:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs