



30 September 2021

Dr. Daniel Leslie S. Tan

Vice President for Administration and Finance

Visayas State University

Baybay City, Leyte



Through:

Ms. Louella C. Ampac

Financial Management Director

Dear Dr. Tan:

In our effort to improve our information dissemination activities at VSU Radio DYDC FM, we wish to use the station's Studio C as an Announcer's Booth for discussion programs. To do this, we need two (2) sets of computer. The estimated cost the two sets is PHP100,000.

In this regard may we request your approval for the purchase of the equipment charged to the VSU Funds?

Attached please find our Proposal to Use the Studio C as an Announcer's Booth for Discussion Programs and the specifications for the computer units.

We hope for your favorable action on this request.

Respectfully yours,

ROTACIO S. GRAVOSO

DYDC Station Manager

Noted:

CHRISTINA A. GABRILLO

Head, DDC

Certified Funds Available:

LOUELLA C. AMPAC

Financial Management Director

Approved:

DANIEL LESLIE S. TAN

VP for Administration and Finance