



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
CIVIL ENGINEERING

16 October 2023

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University
Visca, Baybay, Leyte

Dear **Dr. Belonias**:

The undersigned would like to request your good office to allow us to purchase a total of 80 chairs for the Department of Civil Engineering assigned classrooms to be charged in STF Instruction. The chairs will be divided as follows:

- 1) 35 arm chairs for EB 101A, EB 102A and EB 103A
- 2) 35 high stool chairs for engineering drawing laboratory and
- 3) 10 arm chairs for left-handed students.

*complete specifications
should be indicated
in the PPMP+PR*

Thank you for your usual support to the department.

Very truly yours,

EPIFANIA G. LORETO
Head, DCE

Noted:

JANNET C. BENCURE
Dean, CET

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

