



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**AGRICULTURAL
EDUCATION AND
EXTENSION**

August 22, 2023

DR. BEATRIZ S. BELONIAS

Office of the Vice-President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

VP
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08/23/2023

Dear **Dr. Belonias**:

Good day!

The department has been requesting furniture and fixtures like conference table for the conference room/AACCUP room, faculty tables, and desktop for some time. The department's allotted amount has always been insufficient to purchase the items mentioned above.

May I therefore request for these items be charged to your office? Below are the items' specifications:

Quantity	Furniture and Fixture	Specifications	Justification
1	Conference Table	<ul style="list-style-type: none">• wooden U-Type• 12 seaters• size: 3000x1800x750mm• brand new• good quality	For DAEEX conference/AACCUP room
5	Faculty Table	<ul style="list-style-type: none">• Laminated Wood,• One Long Drawer with 3 Side Drawers,• 2 Top Drawers with Locks,• color: Gray, Wenge,• Dimension: at least W22.75" x L47.25" x H29.5"	Most tables of the faculty are dilapidated and beyond repair
1	Desktop	<ul style="list-style-type: none">• Processor: Intel® Core i5 12th gen with Intel® UHD Graphics 730 or higher• Motherboard :Intel® H610 Chipset for 12th Gen Intel® Core™ Series Processors, Dual Channel Non-ECC Unbuffered DDR4, 2 DIMMs, 6+1+1 Hybrid Digital VRM Design, Intel® GbE LAN, NVMe PCIe 3.0 x4 M.2, High Quality Audio Capacitors and Audio Noise Guard, mATX form factor or higher	To replace the desktop assigned to the department's DDRC

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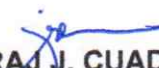
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		<ul style="list-style-type: none"> • RAM: 16GB DDR4 3200 Mhz or higher • SSD: 512 GB NVMe PCIe Gen 3x4 • HDD: 1 TB 7200 RPM • PSU: 650w 80 plus Bronze Certified • Casing: mATX Casing with transparent acrylic side panel • 24" IPS monitor 72% NSTD color gamut with 75Hz refresh rate • Keyboard and Mouse Combo: Spill-resistant design with up to Up to 5 million keystrokes (excludes number lock key) keyboard and full-sized ambidextrous optical mouse • Operating system: Genuine Windows 11 	
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This request, if made available, will support the programs, projects, and operation of the department.

We sincerely hope you will grant our request.

Very truly yours,


LIJUERAJ J. CUADRA
 Head, DAEEx

Approved:


BEATRIZ S. BELONIAS
 Office of the Vice-President for Academic Affairs

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