



VISAYAS
STATE UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

**EXCERPT FROM THE APPROVED MINUTES OF THE
Finance Committee Meeting
OVPAF – Conference Room
November 06, 2023**

The letter request of Dr. Elizabeth S. Quevedo, Head of DoPAC to request (a) Window Type Air Conditioner, (b) Desktop Computer, (c) Transfer of HPLC Prominence and replacement of dehumidifier, and (d) pedestal type eyewash was presented, deliberated and the following are recommended.

Requested Item/s	Approved Actions
a) Air Conditioner - Window Type	<ul style="list-style-type: none">• Submit a letter to PPO requesting an inspection of the equipment to see if it can be replaced or only needs repair.
b) Desktop Computer	<ul style="list-style-type: none">• Approved but recommend to reduce the computer specs for administrative use only as well as the budget to not be more than Php. 50,000.00
c) Transfer of HPLC Prominence	<ul style="list-style-type: none">• Approved by the Finance Committee
Dehumidifier	<ul style="list-style-type: none">• Subject for inspection, the same with the Air Conditioner request
d) Pedestal Type Eyewash	<ul style="list-style-type: none">• Approved by the Finance Committee

Thereupon, above was the approved action by the Finance Committee Members that the Air conditioner and the dehumidifier are subjected for inspection by the PPO personnel. The budget of the desktop computer will be reduced to not more than Php 50, 000.00 and will be charged to MOOE. Additionally, the request for transfer of HPLC Prominence and the pedestal type eyewash will be charged to the department lab share.

The Finance Committee members approved this action plan last November 06, 2023.

Certified True and Correct:

DANIEL LESLIE S. TAN
Chairperson, Finance Committee

Cc: Dr. Elizabeth S. Quevedo – Head, DoPAC