



**VISAYAS**  
STATE UNIVERSITY

## BOR & UNIVERSITY SECRETARY

August 8, 2024

**PROSE IVY G. YEPES**

President  
Visayas State University  
Baybay City, Leyte

Dear Dr. Yepes:


The Office of the University and Board Secretary is planning to implement its digitization project to keep up with the demands of the 4IR. The need to purchase robust IT equipment to migrate to electronic archiving is foreseeable. Now, the OUBS lacks equipment needed for digitization and other supplies, hence, its acquisition is needed to enhance our facilities that will redound to increase in work productivity and improved services to our clientele.

This is a formal request for approval to purchase the office equipment and supplies for the Office of the University and Board Secretary;

- |                                  |                                |
|----------------------------------|--------------------------------|
| 1. IT Supplies and Equipment     | - Php 379,000.00               |
| Aircon, 2HP                      |                                |
| Computer Printer                 |                                |
| UPS 1000 Watts                   |                                |
| Sheet Feed Scanner               |                                |
| Tablet Computer                  |                                |
| 2. Office Furniture and Fixtures | - Php 10,000.00                |
| Executive Ergonomic Chair        |                                |
| 3. Office Supplies               | - <u>Php 20,000.00</u>         |
| Curtain Panels                   |                                |
| <b>Total</b>                     | <b>- <u>Php 409,000.00</u></b> |

In anticipation of your kind approval and support to the realization of this project, please accept my sincere thanks.


Very truly yours,

  
**HAZELLE V. ASALDO**  
Board Secretary

Approved: 

DR. PROSE IVY G. YEPES  
President

*Certified Funds Available:*

  
ALICEA M. FLORES  
*note: charged to  
STF-MOOP*