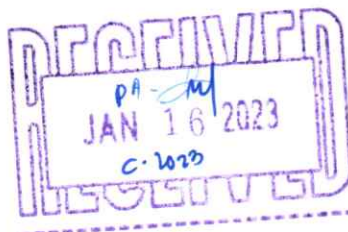




January 10, 2023

**BEATRIZ S. BELONIAS, Ph.D.**  
Vice President for Academic Affairs  
VSU, Baybay City, Leyte



Dear Dr. Belonias:

The Department of Agronomy has been working continuously towards improving its programs in instruction as its share in attaining the vision and mission of the university. Currently, the department needs some equipment and facilities required by its faculty to deliver excellent service to our students. We need the following:

- a. One (1) unit Risograph
- b. Three (3) units projector

Risograph is deemed necessary for the multiplication of our test papers because of the many students and subject offerings. We have tried to charge this equipment to our lab share; however, the funds are insufficient.

As to the projectors, we have only two (2) available projectors since the three (3) have bogged down in the middle of the term. This is urgent as we have many classes this semester and the incoming 2<sup>nd</sup> semester.

Rest assured that the department faculty will continuously provide more efficient and effective performance and deliver its share in attaining the university's vision to become a globally competitive university for science, technology, and environmental conservation.

I would like your kind approval of this request.

Respectfully yours,

**RUTH O. ESCASINAS**  
Head, DA

Recommending Approval:

**VICTOR B. ASIO, Ph.D.**  
Dean, CAFS

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs