



23 November 2021

DR. EDGARDO E. TULIN

University President

Visayas State University

ViSCA, Baybay City

6521-A Leyte

Dear **Dr. TULIN**,

Among the activities handled by the Office of the Head of International Affairs is to prepare print and video materials for the stakeholders, especially the international community. The office usually requests the University Integrated Media Center to assist in instances when the office is required to submit video productions. In most cases, simple print materials and video productions can be carried out in the office. However, the staff assigned to do the print materials and video production is using a laptop computer with insufficient capacity to do the tasks.

In this regard, the office would like to request for the purchase of a desktop computer that is most suitable for graphic design and video production, compact digital camera for documentation purposes and additional computer monitor amounting to approximately ₱130,000.00. The said items will truly augment the productivity and efficiency of the office in carrying out its functions.

We look forward to your approval of this request. Thank you.

Sincerely yours,


ANA MARQUIZA M. QUILICOT

Head, International Affairs

Certified Funds Available:


LOUELLA C. AMPAC

Director, Finance Management

Approved:


EDGARDO E. TULIN

University President