



October 23, 2023

Dr. EDGARDO E. TULIN
University President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Beatriz S. Belonias**
Vice President for Academic Affairs

Dear Sir:

We formally request the acquisition of essential resources for our department, including arm chairs, an LCD projector, and a desktop monitor to enhance our learning and working environment.

Our current inventory comprises 100 arm chairs, with 20 on loan from the Department of Biological Science, leaving us with an ongoing shortage of seating. Additionally, our existing desktop computer has a malfunctioning monitor, and we rely on a single LCD projector, shared among two lecture rooms and two laboratory rooms, which is inadequate to meet our instructional demands.

To address these requirements, we seek funding in the amount of P 184,500.00 from the STF-Instruction budget, with a budget breakdown as follows:

Particulars	Unit Price	Quantity	Cost in peso (Php)
Arm Chair (Right handed)	1,500	60	90,000.00
Arm Chair (Left handed)	1,500	20	30,000.00
Projector	28,000	2	56,000.00
Desktop monitor	8,500	1	8,500.00
TOTAL			184,500.00

Your favourable consideration of our request is greatly appreciated.

Respectfully yours,


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Recommending Approval:

mtplncto
MA. THERESA P. LORETO
Dean, CAS

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BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
University President

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Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.