



June 7, 2021

Dr. Remberto A. Patindol

Vice President for Administration and Finance
Visayas State University

Dear Sir,

The annual budget of DBS is only very small, which is just enough for its regular office operation. Should there be a need to replace certain necessary office equipment/facilities, we cannot anymore afford it considering our limited budget. Last 2019 I requested funds to purchase ten units of tower fans for our faculty rooms. We specifically requested tower fans over the ordinary electric fans considering that our rooms are small, and the regular stand fan takes up more space. Of the ten units I requested, only eight were delivered due to underestimation of the price. Presently, we have 13 faculty rooms, and the old fans have also been broken. So that all the rooms will have tower fans, I am requesting five more units.

Furthermore, the air conditioning unit of our accreditation room is not working anymore. When we requested the supplier for its repair, their technician told us that the damage is beyond repair. At present, our accreditation room is also being utilized to accommodate our faculty members due to the limited number of faculty rooms.

In addition to the above, I would likewise request funds for five office tables and office chairs for our faculty members.


Hence, I would like to request for augmentation of funds to purchase the needed tower fans for the faculty rooms, the air-conditioning unit of our accreditation room, and additional office tables and chairs for our faculty members. Below is the estimated amount for the needed purchase:

Qty	Item	Unit Cost	Estimated Total Cost
5	Tower Fans	6,000.00	30,000.00
1	Split type air-conditioning unit	60,000.00	60,000.00
5	Office tables	10,000.00	50,000.00
5	Office chair with armrest	5,000.00	25,000.00
TOTAL			165,000.00

I am attaching herewith the PPMP and PR for your reference.

Thank you very much for your time, and I am looking forward to your positive response to this request.

Truly yours,


ANALYN M. MAZO
Department Head

Endorsed:

mtloredo
MA. THERESA P. LORETO
Dean, CAS

Approved:

[Signature]
REMBERTO A. PATINDOL *rc/p*
Vice President for Administration and Finance

changed to Fac. Dev. STF *[Signature]*



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