



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**FOOD SCIENCE &
TECHNOLOGY**

February 16, 2024

Dr. Daniel Leslie S. Tan
OIC-President,
Visayas State University

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

OVP
RECEIVED
DATE 2/20/24
0602

Dear Dr. Tan:

In preparation of the FTec 155 class next school year, I would like to request 5 stand mixers and 5 electric digital ovens for instructional purposes. We normally have 5 to 6 groups per class hence the number of pieces per item requested. Last year, we used electric hand mixers in our FTec 155 class. However, right after 2 semesters, the hand mixers were none functional anymore. On the other hand, we have a lone 3-deck industrial oven that we used for instruction, but unfortunately it has become defective already. Hence, next semester we are badly needing the abovementioned equipment for our class.

In this regard, may I request for an estimated amount of 200,000 for the purpose of the following:


Stand mixer	-	5 pcs.	x	25,000	=	125,000
Electric digital oven	-	5 pcs	x	15,000	=	75,000
					=====	
TOTAL						200,000

Hoping for your kind approval to this request.
Thank you VSU administration for your continued support to DFST and its undertakings.

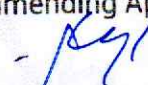
Sincerely:


LYNETTE C. CIMAFRANCA
Head, DFST

Noted:


VICTOR B. ASIO
Dean, CAFS


Recommending Approval:


BEATRIZ S. BELONIAS
VP OVPA

Did you include these in your PPMP?

Note: changed to STF- M SE

Approved:


DANIEL LESLIE S. TAN
OIC-President