



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
PHYSICS

16 October 2023

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University

Dear **Dr. Belonias**:

Greetings!

Recently, the office and laboratory rooms of the department have been completed. However, our chairs for the office, faculty, and laboratory rooms are lacking. Also, we need benches for the office and for the students to sit on while waiting for their classes because most will sit on the sides of the hallway or the stairs.

In line with this, we would like to request the procurement of the following items listed in Table 1 for instruction and teaching-related purposes charged to STF-Instruction. The acquisition of the items is essential as this will ensure that the faculty and students have a comfortable and conducive learning environment.

Table 1. List of items for purchase.

	Description	Quantity	Room
1	Stool Chairs (metal)	30 pcs	Laboratory Room #3 and Instrumentation Laboratory
2	Computer Chairs	30 pcs.	Computer Laboratory
3	Long Bench	5 pcs.	Laboratory and Office
4	Executive Chairs	5 pcs.	Head and Faculty

Please find the attached PPMP and PR for your perusal, and we are looking forward to your favorable action on this request.

Thank you very much.

Sincerely yours,

REV RHIZZA L. AURE
Head, DPhys

Noted:

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DEPARTMENT OF PHYSICS

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