



November 4, 2022

DR. BEATRIZ S. BELONIAS
 Vice-President for Academic Affairs
 VSU, Visca, Baybay City, Leyte

Dear Dr. Belonias,

Lab fees - ~~FFMS~~
 FTS-MOORE
 ppmp. below sk
 Note: Lec
 Consulted Ms. Loreda
 on this matter.

The Department of Food Science and Technology is catering 6 (20 lecture sections and 15 laboratory sections) out of 23 BSFT courses and 4 (5 lecture sections and 1 laboratory section out of 25 MSFST courses fully implemented face for face. In delivering lectures all faculty members are using projectors. We had 3 projectors in the department. However, upon resumption of classes this semester, two (2) of which became unfunctional after a month of rendering classes. This may probably be due to overuse and depreciation. Please be noted that this equipment had been overly used pre-pandemic time and rarely used during pandemic. Since, it is overly used again (non-stop) this time, the equipment gave up. This now became a problem in the department. In as much as faculty members would want to deliver quality lectures and classes, unavailability of support equipment becomes a hindrance to this goal. In this regard, may we request your good office a budget (estimated 30,000) for the purchase and replacements of the aforesaid equipment. Also, we would like to request a 60-inch/70-inch television set for our ACCUP library which is currently being used as lecture room of our MSFST classes, a meeting room for faculty and staff, and a functional room for small number of clients. If granted, this will be our first ever smart television set in the department.

To sum it all, DFST would like to request a total estimated budget of 80,000.00 for the following:

a.)	2 sets of projector	30,000.00
b.)	1 60-inch/70-inch Smart TV	50,000.00
	Total	80,000.00

We are hoping for your kind consideration and approval to this urgent request. As always, we are very grateful for the support of your good office to all DFST undertakings.

Thank you and God Bless!

Very truly yours,

LYNETTE C. CIMA FRANCA
 Department Head

Recommending Approval:

BEATRIZ S. BELONIAS
 VP for Academic Affairs

Approved:

EDGARDO E. TULIN
 President

changed to Lab share as per attached file
 2nd Sem 21-22
 Loreda-ayon
 LOREDA C. AYON