



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**BIOLOGICAL
SCIENCES**

July 20, 2023

Ms. Alicia M. Flores
Head, Budget Office
VSU, Baybay City, Leyte

Dear Ma'am,

The fund allocation for DBS has been inadequate for the purchase of supplies, materials, and equipment for instruction purposes. Because of this, the budget for the maintenance of equipment has not been a priority. It is in this regard that I would like to request your good office to allocate funds for servicing/maintenance of 30 units of our microscopes. Such maintenance is very important and is required as per our ISO audit. As much as possible, units of our microscopes have to be serviced for maintenance every year.

I look forward to your positive response to this request.

Thank you very much.

Truly yours,


ANALYN M. MAZO
Department Head

Approved:


ALICIA M. FLORES
Head, Budget Office

NOTE: ONLY 20 UNITS
(20 X 3,500) = P70,000
CHARGED TO STF- PY CALIBRATION