



March 3, 2023

**Dr. Beatriz S. Belonias**  
Vice President for Academic Affairs  
Visayas State University

**Dear Dr. Belonias,**

Please allow us to request funds from your good office to repair the much-needed oven in the department that malfunctioned last year. This oven is used both for research and instruction purposes. The technician that examined the equipment informed us that the mainboard controller has to be replaced. Please find herewith the attached quotation for the controller amounting to 41,680.00 pesos.

I look forward to your positive response to this request.

Truly yours,

  
**ANALYN M. MAZO**  
Department Head

Endorsed:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs