



December 6, 2022

**DR. BEATRIZ S. BELONIAS**

Vice-President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte  
6521

Dear **Dr. Belonias**:

Greetings!

First of all, I would like to thank you for the support given to the Department of Physics. Recently, with the implementation of blended learning in the university, our department needs a Risograph printer machine or Copier machine to print instruction-related documents. Currently, the department has three (3) functional inkjet printers and one (1) Gestetner MP2014D copier/ printer that requires replacement of its part or repair, which the cost was estimated to be about PhP 30, 000.00 (as per evaluation of the technician).

In line with this, we would like to ask if the department can be allotted a risograph printer machine or a copier machine (please see the attached file). Purchasing the said equipment will be very helpful to the department, and the faculty as this will make printing instruction-related documents easier and more effective than available inkjet printers.

We are hoping for your favorable response regarding this matter.

Thank you very much.


Sincerely yours,

  
**REV RHIZZA L. AURE**  
Head, DPhys

Noted:

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

APPROVED:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
VICE-PRESIDENT FOR ACADEMIC AFFAIRS

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## PROPOSED SPECIFICATIONS OF EQUIPMENT

1. Risograph Printer : RISO SF5130- (estimated price PhP 160, 000.00)



Original Scanning mode, Scanning Level, Enlargement/Reproduction, Dot Process, 2-Up, Book, Ink Saving, Quick Master Making, ADF-Semi-Auto\*3, Speed, Density, Print Position, Program A/B, Job Separation\*3, Idling, Confidential, Meter Display, Count Report Output, Proof, Direct Printing, USB Flash-via-Printing, Auto Sleep Setting, Auto Power-OFF Setting, ECO mode, RISO iQuality System

2. Copier: Gestetner DX 2430- PhP 100,000.00 (estimated price)



High-speed printing does not have to be expensive. Gestetner DX 2430 offers excellent value for your money. Printing an impressive 90 pages per minute, this system is both reliable and user-friendly. Adding spot colours or editing documents for a professional look is easy. This duplicator turns into an extra fast printer when upgraded with a PC controller.

- High performance.
- Smart paper feed.
- Easy colour drum change.
- Several editing functions.
- Optional PC controller.