



January 31, 2023

Dr. Edgardo E. Tulin
President, Visayas State University
Visca, Baybay City, Leyte

Through

Nick Freddy R. Bello
OIC-Head, Accounting Office

Dear Sir:

Good day!

This is to request your good office to allow us to utilize a portion of our project's administrative cost (20201050-6.10) budget in the amount of **Seventy Four Thousand Pesos (P 74,000.00)** to be used for the following:

1. **Purchase of mid-ranged Laptop Computer capable of graphics processing, video editing, and general office work.**
2. **Purchase of Battery for NCRC Adventure**
3. **Purchase of injector cleaner**
4. **Payment of change oil for NCRC Toyota Hi-Ace**

The National Coconut Research Center-Visayas is without a suitable computer for these tasks which are necessary for the delivery of research and extension services, particularly the creation of both printed and digital IEC materials and multimedia. A laptop computer is required for reasons of portability, since NCRC-V frequently conducts trainings outside of the VSU campus.

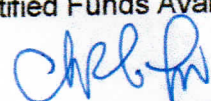
These expenses were not part of the NCRC Overhead Cost (A.III.C) budget of the center, hence this request. Thank you for your continued support.

Attached herewith are the specification of laptop and service quotation of change oil for NCRC Toyota Hi-Ace.

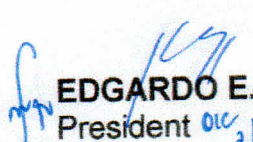
Sincerely yours,


MARISEL A LEORNA
Director

Certified Funds Available:


NICK FREDDY R. BELLO
OIC-Head, Accounting Office

Approved:


EDGARDO E. TULIN
President