



# VISAYAS

STATE UNIVERSITY

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February 10, 2023

Dr. Beatriz S. Belonias  
VP for Academic Affairs  
Visayas State University  
VSU, Baybay City, Leyte




Dear Dr. Belonias,

May we request from your office approval to purchase one (1) unit Risograph for the Dean's Office, College of Agriculture and Food Science (CAFS) charged to the Laboratory Share. Said equipment is a replacement of our old and non-functional xerox copier. And it is also badly needed in the reproduction of the lists of candidates for graduation, colloquium questionnaire and other documents needed during AACUP accreditation.

I hope for your kind approval on this request.

Thank you very much.

Very truly yours,

  
VICTOR B. ASIO  
Dean

