





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 AACCUP accreditation.

I hope for your kind approval on this request.

Thank you very much.

Very truly yours,

VICTOR B. ASIO

Dean

APPROVED.

S. BELUN. PRESIDENT FOR AICADEMIC A



Vision: Mission:

A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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