

January 11, 2024

DR. EDGARDO E. TULIN

Vice-President for Administration and Finance
Visayas State University
Baybay, City, 6521

Thru: DR. BEATRIZ S. BELONIAS

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

Dear Dr. Tulin:

Greetings of prosperity!

We are writing to request the provision of a VOIP phone and Biometrics machine for the DPSS admin office, which has recently been relocated to Room 5b2, near the department head's office.

For the time being, the VOIP phone and Biometrics equipment that we are currently using are situated at the previous admin office of DLABS, now the DALL's office. The distance between our new location consumes valuable time during our daily transactions.

We believe that having our own VOIP phone and Biometrics machine in our new office will significantly enhance our operational efficiency. We all know how crucial technology is to ensure seamless communication within the department and the university as a whole.

We are confident that your support in providing us with the requested equipment will contribute to the effectiveness of our daily operations.

Thank you for your attention to this matter. We look forward to a positive response.

Sincerely,


Al Francisco M. Villardaya
DPSS Head

Noted:


MA. THERESA P. LORETO
Dean, CAS

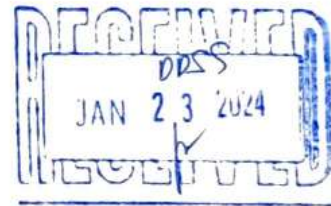
Recommending Approval:


BEATRIZ S. BELLONIAS
Vice President for Academic Affairs

Approved:


EDGARDO E. TULÍN
Vice President for Administration and Finance

*coordinate with
ICT*



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.