



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
PURE & APPLIED CHEMISTRY



FM-VSU-03-2023-1016-151586

21 November 2023

Dr. Beatriz S. Belonias

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



Dear **Dr. Belonias**,

The Department of Pure and Applied Chemistry (DoPAC) has been serving and offering chemistry subjects to both non-chemistry and chemistry major students for the past decades. It can be observed that the facilities of the department experienced wear and tear through time. Some repairs were conducted but there are cases where replacement is necessary. To motivate the students to come to class regularly and enhance student participation and learning, there is a need to provide comfortable and safe classroom and laboratory chairs.

In this connection, the department would like to request for classroom chairs with writing tablet both for right-handed and left-handed students for lecture rooms as well as laboratory stools for laboratory rooms charged to STF-Instruction. Below are the specific quantity and estimated cost for each type:

Type	Qty	Unit Cost	Total
1. Classroom chairs with writing tablet – right-handed	50	2,500.00	125,000.00
2. Classroom chairs with writing tablet – left-handed	10	2,500.00	25,000.00
3. Laboratory Stool	50	3,000.00	150,000.00

May this request merit your support and approval. Thank you for your continued support to DoPAC.

Respectfully yours,

ELIZABETH S. QUEVEDO
Head, DoPAC

Noted:

MA. THERESA P. LORETO
Dean, CAS *o/c NOV 22 2023*

Availability of Funds:

ALICIA M. FLORES
Head, Budget Office

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs