

FMD 8/25/23

August 25, 2023

Ms. Louella C. Ampac
Director of Finance
Visayas State University

Through

Ms. Alicia M. Flores
Head, Budget Office

Dear Ms. Ampac,


Greetings. I am writing you this letter to humbly ask for an assistance on behalf of the Department of Philosophy and Social Sciences. Around the year 2019, the department acquired an air-condition unit which was installed in our faculty lounge. Unfortunately, it was not used since then due to the lack of materials to make it work. Our faculty members tried generating an amount to purchase the materials but the cost is much heavy at the moment for us. Therefore, I am humbly asking your good office for a monetary assistance for us to buy the materials for us to finally utilize the air-condition unit for our faculty members. The materials are as follows:

Item	Qty	Price (Canvassed)
Insulation tape 1	1 roll	300.00
Electrical tape	1 pc	65.00
Breaker Box Type 30A	1 pc	595.00
Wire Standard #10	1 pc	5,900.00
PVC ½ Poly	100/pc	3,000.00
PVC ½ Clip	100 pcs (1 pack)	350.00
TOTAL		10,210.00

We seek your assistance, Ma'am not only to ensure a conducive working environment for our faculty members, but also to make sure that this air-conditioning unit we acquired won't go to waste.

Thank you very much, Ma'am and we are very much hoping for a positive response from you soon. May the Lord bless you and your good office.

Respectfully,


DR. GUIRALDO C. FERNANDEZ, JR.
OIC-HEAD,
Department of Philosophy and Social Sciences

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