



March 14, 2022

**PROF. ALAN B. LORETO**  
Director for Innovation  
Visayas State University  
ViSCA Baybay City, Leyte

Dear Sir:

This pertains to your letter request re: budget for purchase of equipment as per recommendation during the 3<sup>rd</sup> IQA. We would like to inform you that the budget you proposed for CY 2022 for MOOE was not endorsed by DBM. We have sourced out other funds from other program worth One Million Pesos (P1M) as per attached two (2) Advice of Sub Allotment. We suggest that the printer and UPS be charged to this allocation since amount is within MOOE. For other ICT needs, we can allocate One Hundred Thousand Pesos (P100,000.00) from prior years under Tuition and other school fees. Kindly prioritized your needs, for we have limited funds for Capital Outlay.

Hoping for your kind understanding.

Thank you.

Very truly yours,

**LOUELLA CHAN-AMPAC** *3/14*  
Director, Finance Office

cc:

*OP*



March 4, 2022

**EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

Through: **Ms. Louella C. Ampac**  
Director for Finance

Dear Dr. Tulin,

Greetings!

This is to request for budget allocation to purchase the needed office equipment for use of the Innovation Office:

Item	Quantity	Unit Cost	Total Cost
Apple McBook Air	1	100,000.00	100,000.00
Desktop Computers (i7 Branded)	3	75,000.00	225,00.00
Printer, Tank Ink System , 3-1 (Print, Scan , Copy)	1	11,000.00	11,000.00
UPS, at least 800 watts	3	5,000.00	15,000.00

STF.CO  
ICT  
P100  
MOOG

Attached herewith also is a copy of the results of the 3<sup>rd</sup> Internal Quality Audit (GOOI List) to justify the purchase of new and upgraded office equipment for the improvement of the operations and management of the office.

I am looking forward to your favorable response on this matter.

Thank you very much.

Very truly yours,

**ALAN B. LORETO**  
Director for Innovation