



June 8, 2022

Dr. Edgardo E. Tulin
President
Visayas State University

Thru: **Dr. Daniel Leslie S. Tan**
Vice President for Administration & Finance
Visayas State University

Dear Sir,

Good Day!

The Department of Food Science and Technology has been working towards improving its programs in instruction, research and extension as its share in attaining the vision and mission of the university. Lately, the department was able to successfully defend its application for level 4 AACUP accreditation of its BS Food Technology program. The faculty and staff of the department are very grateful to the administration for the full support it has been providing to us.

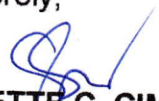
Please be informed the department will likewise be subjecting its MS Food Technology degree program for level 3 accreditation by the AACUP this coming October. Unfortunately, the department still lacks some facilities needed by its faculty and staff in the delivery of excellent service to our stakeholders, foremost of which is the absence of fast working computer equipment for the department clerk, new laptops for the faculty and comfortable office chairs to replace the old wooden chairs presently used by the faculty members. We have submitted the request to the VP for Academic Affairs hoping the needs of the faculty and staff of the department will be included in its 2023 budget.

In the addition, the undersigned as department head is presently problematic using an old laptop which is expected to break down anytime. I have no other recourse but to seek assistance from your office as the need for a new laptop is urgent and can no longer wait especially that there is no assurance yet that we will be given allocation for laptops in the 2023 budget for office equipment. In this regard, I would like to request for your support allowing me to procure computer set chargeable to any available funds of the university. The estimated amount for a fast working and with sufficient storage capacity laptop is approximately ₱80,000.

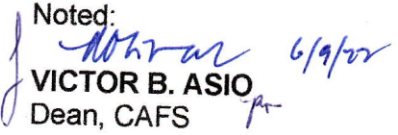
With an efficient laptop computer, rest assured that the department with the undersigned as its current department head will try its best to continuously provide more efficient and effective performance and deliver its share of the yearly targets of the university with the DBM and in attaining the university's vision to become a globally competitive university for science, technology and environmental conservation.

Hoping therefore for your kind approval to this request.

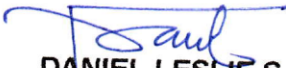
Sincerely,


LYNETTE C. CIMAFRANCA
Department Head

Noted:


VICTOR B. ASIO
Dean, CAFS

Recommending Approval:


DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:


EDGARDO E. TULIN
President

changed to: PG-JTF IT

