



**VISAYAS**  
STATE UNIVERSITY



COLLEGE OF  
**ARTS & SCIENCES**

November 30, 2023

Dr. Daniel Leslie S. Tan  
OIC-President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tan:

In the 5<sup>th</sup> Internal Quality Audit for the College of Arts and Sciences held on September 18, 2023, one of the OFIs is "Consider requesting for air-conditioning unit. The CAS Dean's office needs an air-conditioning unit especially in the afternoon as the windows and doors face the sun."

In light of this observation, I would like to request for the purchase of a 1-hp air conditioning unit to be installed in the Dean's office of the College of Arts and Sciences situated at the Old Library Building.

I hope that this request will merit your kind approval.

Thank you very much. Best regards.

Very respectfully yours,

*mtploret*

**MA. THERESA P. LORETO**  
Dean, CAS

Recommending Approval:

*[Signature]*  
**ALICIA M. FLORES**  
Budget Officer

*university share - UAF*

Approved:

*[Signature]*  
**DANIEL LESLIE S. TAN**  
OIC-President

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**FM-VSU-03**  
V2 05-09-2023  
No. CAS-COM-23-**33**