





DEPARTMENT OF MATHEMATICS

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08 November 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City, Leyte

Thru:

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Dear Dr. Tulin:

The Department of Mathematics would like to request a desktop computer and scanner for office use. The department's front desk currently has two (2) desktop computers (1 unit for clerk use and the other for shared use). However, both computers are showing some signs that they need replacement. In particular, the shared computer used by the DMath faculty for printing and browsing has recently been repaired numerous times and needs replacement soon. The department also needs a scanner to convert physical copies of documents into digitized format quickly. In addition, it is useful for instruction and office use, especially if we digitize numerous documents.

In this regard, we would like to request a fund of one hundred twenty thousand pesos (Php 120 000.00) to purchase 1 unit of desktop computer and 1 unit of scanner. Attached is a draft PPMP for your reference.

We are looking forward to your favorable action on this request. Thank you very much.

Respectfully yours,

EUSEBIO R. LINA, JR.

Head, DMath

Noted by:

MA. THERESA P. LORETO

Dean, CAS

Recommending Approval:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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Director, Finance

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APPROVED:

EDGARDO E. TULIN



A globally competitive university for science, technology, and environmental conservation. Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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