



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.*

**EUSEBIO R. LINA, JR.**  
Head, DMath

Noted by:

*MA. THERESA P. LORETO*

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

Recommending Approval:

*Beatriz S. Belonias*

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

*Louella C. Ampac*

**LOUELLA C. AMPAC**  
Director, Finance

*charged to And sum 21-22 bill by ul DBM  
Sns. Shaw*

APPROVED:

*Edgardo E. Tulin*

**EDGARDO E. TULIN**  
President

