



March 7, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. Louella C. Ampac**
Director for Financial Management

Dear Sir,

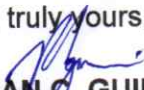
The Legal Office would like to purchase the following equipment and needs a source of funds for it, since the budget allocation for 2022 has already been spent on purchasing office supplies/equipment. The item to request is listed below:

1. **2 Computer Set** - The personnel under Legal is unable to do the work efficiently due to the slow computer. Sometimes it automatically turns off due to the outdated edition. The office would like to serve its clients with utmost interest.

We are hoping for your positive response to this request.

Thank you and God Bless.

Very truly yours,


RYSAN C. GUINOCOR
OIC – Chief Legal Officer


Conforme:


LOUELLA C. AMPAC
Director for Financial Management

Recommending Approval:


DANIEL LESLIE S. TAN
VP, Administration and Finance

Approved by:


EDGARDO E. TULIN
President