Action Taken: The committee approved the request provided that it will not exceed PhP50,000.00 per unit charged to ICT-GF-Continuing-MOOE.

To: Final Contres

Dr. Daniel Leslie S. Tan Vice President for Administration and Finance Visayas State University Visca, Baybay City, Leyte

Dear Dr. Tan:

Greetings!

The department would like to request from your office two (2) additional new desktop computers complete with accessories. Considering that the department has the most number of faculty in the university (59 faculty members), the three (3) computers we have at present is inadequate especially that we also offer most of the general education courses.

Unfortunately, the department accordingly has no funds for the purchase of these computers. I am, therefore, requesting your office for some financial assistance.

I hope this request merits your favorable and immediate consideration.

Very truly yours,

JETT C. QUEBEC Department Head

Approved:

DANIEL LÉSLIE S. TANGO INVICE President for Administration and Finance



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

Page 1 of 1 FM-VSU-03 v0 05-04-2020 No. 2022-549