

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

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.

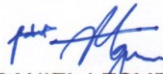
I hope this request merits your favorable and immediate consideration.

Very truly yours,



JETT C. QUEBEC
Department Head

Approved:



DANIEL LESLIE S. TAN
Vice President for Administration and Finance

