



VISAYAS
STATE UNIVERSITY

GENERAL SERVICES OFFICE

12 July 2023

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. ALICIA M. FLORES**
Head, Budget Office

Dear Sir,

Good day!

I am writing to formally request a budget allocation for the procurement of tools required for the efficient operation and maintenance of our grasscutter. These tools are essential for ensuring the proper functioning and longevity of our equipment, and their timely replacement or repair is necessary to avoid any disruptions to our operations.

Inadequate tools can lead to delays in equipment servicing, increased downtime, ultimately affecting our productivity and bottom line.

To address this issue and maintain the optimal functioning of our grasscutter, I am requesting a budget of P30,000.00 for the purchase of new tools. This budget will cover the procurement of the following tools:

1. Clutch Shoe with Spring (TD40-1-12/14) – 5 sets
2. Carburetor – 5 pcs steel holder / 5 pcs plastic holder
3. Fuel Hose – 5/10 pcs or 2 meters

Kindly see the attached picture for your reference.

Thank you for your attention to this matter. I look forward to a positive response and appreciate your prompt attention to this request.

Very truly yours,

RYSAN C. GUINOCOR
OIC Head, GSO

Conforme:


ALICIA M. FLORES

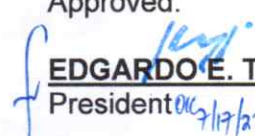
Head, Budget Office *CF-Oficer mdt*
STD

Recommending Approval:


DANIEL LESLIE S. TAN

VP, Administration and Finance

Approved:


EDGARDO E. TULIN

President *OK 7/17/23*