



June 7, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte



Through: Dr. Daniel Leslie S. Tan  
VP for Administration and Finance

Dear **Dr. Tulin**:

A pleasant day to you!

I am writing this letter to request your good office for the purchase of two airconditioning units for the Office of the Director for Quality Assurance (ODQA). The two airconditioning units of the office - one at the IQA staff room and the other at the Evaluation Room are not anymore functional. Since the ventilation in ODQA is not good, airconditioning units are really needed. We have already filed job requests for the repair of the two aircon units, but we were told that repair would cost high and is not anymore practical. Hence this request for the acquisition of new units.

We are hoping for your positive action on this request. Thank you very much.

Very truly yours,

  
**EDITHA G. CAGASAN**

Director for Quality Assurance

Certified availability of funds:

  
**LOUELLA C. AMPAC**

Director of Finance

Recommending approval:

  
**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

Approved:

  
**EDGARDO E. TULIN**

President