



August 5, 2022

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

Thru: **LOUELLA C. AMPAC**
Director, Finance Office

Dear **Dr. Tulin**:

Good day!

This is to request for your approval to purchase 3 computer units (Php27, 400/unit), 3 Uninterruptible Power Supply UPS (650VA) (Php5, 000/unit), 1 LCD Projector wide 3,600 Lumens (Php 28,000/unit), 1 LCD Projector with HDMI input (Php 62,000), 3 Computer Printer with scanner (9,000) and for the repair of the five glass door locks of the admin office (5,000/door). The computer and printer will be used for the PhilRootcrops Admin Office because currently, the admin-designated computers are no longer working properly and the center's printers are also having problems with paper jams and clogged printer head nozzles. The center's projector which is used for the report presentation is not anymore working. Also, the five doors of PhilRootcrops admin office are not working properly, it took a lot of time and effort to close and open its door locks. Thus, it needs to be replaced/repaired.

We already arranged a repair for the computers and printers however, the problems still reoccur. Consequently, the problems have already affected the productivity of the administrative personnel.

Per estimate, the mentioned equipment amounted to TWO HUNDRED THIRTY NINE THOUSAND TWO HUNDRED. This amount will be taken from the remaining balance of the PhilRootcrops projects' admin cost worth ₱230,055.83 that was used to purchase the pick-up truck vehicle and from the 40% share of the Administrative Cost of the project under Prof. Marlon M. Tambis with a project code 20201050-99 (Please see attached file).

The amount worth ₱229,200.00 that will be used to purchase the 3 computer units, 3 power supplies, 2 LCD projectors, 3 computer printers and 3 glass door locks will be taken from the remaining balance of the vehicle's admin cost while the purchase of 2 glass door locks worth ₱10,000.00 will be taken from the admin cost of the above mentioned project.

We hope that we will be allowed to purchase the above mentioned equipment for our administrative activities and for the center's admin office safety.

Thank you very much.

Respectfully yours,

MARLON M. TAMBIS
Assistant Director, PhilRootcrops

Recommending Approval:

DANIEL LESLIE S. TAN
Project Leader

LOUELLA C. AMPAC
Director, Finance Office

Approved:

EDGARDDO E. TULIN
President *cc 8/8/20*

Cc: NR Bello