



31 August 2023

Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

2580

Dear Dr. Belonias,

One of the laboratory rooms in DBS was previously a small lecture room which was converted into a laboratory to address the lack of laboratory rooms in the department. Because of this, long tables were temporarily placed in the room to serve as the laboratory tables. However, the said tables are not really the usual laboratory tables and are already defective. In this regard, I would like to request funds for the purchase of the laboratory tables with laboratory chairs for DBS 103.

Below is the specification and the estimated cost of the tables and chairs:

Item	Quantity	Specification	Estimated Cost
Laboratory Tables	3	<ul style="list-style-type: none"> • Dimension: 3.5 m x 1.2m x 85cm height • Table Top: at least 12.7 mm thickness corrosion-resistant white Solid phenolic resin board with at least 25.4 mm thickness edge sealing • Power socket: 10 power socket 220V per table 	65,000/pc.
Laboratory Chairs	35	<ul style="list-style-type: none"> • Dimension: 34"height • Durable fixed-height lab stools feature a steel seat 	1,400.00/pc


		<p>attached to a steel plate, which is welded to a heavy-duty tubular base</p> <ul style="list-style-type: none"> • Stools also have a fixed tubular footing, welded on both top and bottom for durability, and glides. 	
TOTAL			Php. 244,000.00

Thank you for your time and I look forward to your positive response to this request.

Sincerely yours,


ANALYN M. MAZO
 Department Head

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs