



August 23, 2022

Dr. Edgardo E. Tulin
President, VSU
Visca, City of Baybay, Leyte

Dear **Dr. Tulin**,

This is in reference to the request of the Action for Economic Reforms (AER) through Ms. Jenina Joy Chavez, COLLABDev Chief of Party, for the use of VSU campus facilities for the COLLABDev National Assembly and Related Activities on September 19-24, 2022. Kindly refer to AER's attached letter.

Upon learning that the VSU conference facilities are not available for the COLLABDev National Assembly on September 19, 2022, AER arranged for another venue in Tacloban City.

However, they still wish to pursue their succeeding activity, the Pause and Reflect Session, at VSU on September 20-24, 2022. As AER's partner in the COLLABDev project, we are facilitating their request for the use of the following facilities at VSU:

- 1) CCE Hall (2nd Floor) on September 20-22, 2022
- 2) Seafront Suite B on September 20-24, 2022
- 3) VSU Apartelle (11 rooms)

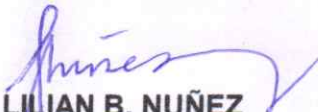
The personnel of one project partner, the Environmental Legal Assistance Center (ELAC), has made arrangements for the use of these specific facilities. We understand that the initial consent is subject to your final approval. Please refer to the attached reservation request approved by the VSU Apartelle.

In addition, may we request that the mode of payment for AER/COLLABDev's use of the facilities be made through the Billing Statement scheme as it will take long for AER to process cash advances for their week-long event in their Visayas project sites.

We hope for your kind approval of these requests.

Thank you very much for your support to our projects and activities.

Very truly yours,


LILIAN B. NUÑEZ
Project Leader, VSU-COLLABDev
and Director, ISRDS

Approved:

EDGARDO E. TULIN
President



22 August 2022

EDGARDO E. TULIN, Ph.D.

President

Visayas State University

Attn: Maria Juliet C. Ceniza, Ph.D.
Vice President for Research and Extension

Lilian B. Nuñez, Ph.D.
Executive Director
Institute for Strategic Research and Development Studies

Re: Request to use VSU Baybay Campus Facilities
for the COLLABDev National Assembly and Related Activities

Dear Dr. Tulin,

We are happy to note that the *Coalescing Organizations Towards Locally Led Action to Boost Development (COLLABDev)*, a partnership project of Action for Economic Reforms (AER) and the United States Agency for International Development (USAID), will be completing its second annual implementation plan in September. We thank the Visayas State University for being an integral part of this project, particularly for its role as the local resource organization for Inopacan, Tanauan and Tolosa.

To celebrate this milestone, COLLABDev will have its Second National Assembly on September 19, 2022. While this will be a blended event, we also hope to have a physical setup that will accommodate representatives from the ten project sites and our other data, technology and policy partners. We hope to hold the event in Eastern Visayas where half (five out of ten) of the COLLABDev project sites are.

AER, together with the COLLABDev Local Coordinator for Eastern Visayas, the Environmental Legal Assistance Center headed by Dr. Buenaventura Dargantes, evaluated potential venues for the event. We looked at physical facilities, ICT capacity, as well the overall environment for learning and exchange. The VSU main campus in Baybay City came highly recommended.

We hereby request the use of the VSU facilities for the National Assembly and related events. We will be needing the following:

- For the September 19 National Assembly:
 - a conference hall that can accommodate 100-120 participants in a safe socially-distanced way;
 - an exhibit hall, preferably attached to or near the conference hall;
 - a dining hall, preferably attached to or near the conference hall; and
 - living accommodations for around 60 visiting participants on September 18 or 19.
- For the COLLABDev Pause and Reflect Activity:
 - a meeting hall that can accommodate 25-30 participants in a safe socially-distanced way;
 - for select days only, a dining hall, preferably attached to or near the conference hall;
 - living accommodations for 20 persons from September 20-24 (4 nights); and
 - living accommodations for 5-10 persons from September 17-24 (7 nights).

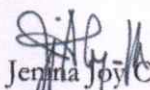
The COLLABDev Admin Team and our Local Coordinator will be happy to discuss the specific details, costs and requirements for the event and related activities with their VSU counterparts once we get your approval of this request.

We hope that you will consider our request kindly and allow COLLABDev partners to enjoy the facilities and ambiance of the VSU main campus for its National Assembly and related activities.

Please also expect a separate letter from us about co-organizing a panel in the National Assembly and a request for you to deliver one of the Welcome Remarks.

Thank you very much.

Sincerely,


Jenna Joy Chavez
Chief of Party
COLLABDev Project

**VSU ACCOMMODATION
ROOM RESERVATION REQUEST**

2022-08-259

Name of Guest: <u>W. Action for Economic Reforms</u>													
Company Name/Departemnt: _____													
Company Address: _____													
Contact Number: _____													
Date of Arrival: <u>Sept. 20 / 2022</u>	Date of Departure: <u>Sept. 21, 2022</u>												
Establishment: _____ Core values cottages <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Hostel: _____ <input type="checkbox"/> Apartelle: <u>A1 to 6, 9, 10</u> <input checked="" type="checkbox"/> Seafront Suites: <u>Unit B</u> </div> <div> <table border="0"> <thead> <tr> <th>Collis</th> <th>Ponce</th> <th>Landana</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> C1 <input checked="" type="checkbox"/> C4 8</td> <td><input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P4 8</td> <td><input type="checkbox"/> L1 <input type="checkbox"/> L5</td> </tr> <tr> <td><input checked="" type="checkbox"/> C2 <input checked="" type="checkbox"/> C5 12</td> <td><input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P5 12</td> <td><input type="checkbox"/> L2 <input type="checkbox"/> L6</td> </tr> <tr> <td><input checked="" type="checkbox"/> C3 <input checked="" type="checkbox"/> C6 10</td> <td><input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P6 10</td> <td><input type="checkbox"/> L4</td> </tr> </tbody> </table> </div> </div>		Collis	Ponce	Landana	<input checked="" type="checkbox"/> C1 <input checked="" type="checkbox"/> C4 8	<input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P4 8	<input type="checkbox"/> L1 <input type="checkbox"/> L5	<input checked="" type="checkbox"/> C2 <input checked="" type="checkbox"/> C5 12	<input checked="" type="checkbox"/> P2 <input checked="" type="checkbox"/> P5 12	<input type="checkbox"/> L2 <input type="checkbox"/> L6	<input checked="" type="checkbox"/> C3 <input checked="" type="checkbox"/> C6 10	<input checked="" type="checkbox"/> P3 <input checked="" type="checkbox"/> P6 10	<input type="checkbox"/> L4
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RESERVATION RECEIVED BY: <u>HORMALYN ANDIENTE</u> DATE RECEIVED: <u>Aug. 19, 2022</u>	CONFIRMATION RECEIVED BY: _____ CONFIRMED BY: _____												

With changes 8/23/2022