



13 April 2023

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Through: **LOUELLA C. AMPAC**
Director, Finance Management

Dear **Dr. Tulin**:

Greetings of good health!

The Department of Meteorology would like to express our intention to undergo evaluation for the Certificate of Program Compliance (COPC) for our 4-year BS Meteorology degree programs. The CHED Central Office BSMet Technical Working Committee (TWC) Chair, Dr. Lemnuel V. Aragon, provided us a suggestion that our degree program should undergo COPC now that we have graduating students (1st Batch). In connection with this, another suggestion was made for our COPC inspection to be conducted before the on-set of the typhoon season (before June), since some of the TWC members are from DOST-PAGASA.

According to the COPC instrument provided to us by CHED Central Office Representative, Mr. John Paul Dela Cruz, the application fee is eight thousand pesos (P8,000.00) and the inspection fee is thirty thousand pesos (P30,000.00) payable in cash or check to the CHEDRO. Moreover, the department would like to request for additional financial assistance (*please see the table below for the budgetary allotment*) for a total of eighty thousand pesos (P80,000.00) to cover the accreditors airfare, travel & accommodation expenses, and the foods.

Item	Budget
Application Fee	P8,000
Inspection Fee	P30,000
Airfare - CHED Central Office TWC (the chair & 2 members)	P20,000 (estimate)
Travel expenses - CHED Central Office TWC (the chair & 2 members) with one (1) CHED Regional Office VIII representative	P5,000 (estimate) – airport pick up (vice versa) and a vehicle (within the campus)
Accommodation	P1,200-3,500 per night Aparttelle (~3 nights)
Foods	P8,000 Day 1 – Welcome Night dinner with President, VPAA, Dean, Faculty and Staff Day 2 & Day 3 – Breakfast, Lunch, Dinner, 2 Snacks

Thank you very much for your constant support to the Department of Meteorology.

Very truly yours,

CHARLIE S. ANDAN
Head, DMet

Noted by:

JANNET C. BENCURE
Dean, CET

Endorsed by:

Certified Funds Available:

EDITHA G. CAGASAN
Director, Quality Assurance

LOUELLA C. AMPAC
Director, Finance Management

Approved:

EDGARDO E. TULIN
President