



December 10, 2021

**Dr. Daniel Leslie S. Tan**  
Vice President for Finance  
Visayas State University

Attention: Ms. Louella C. Ampac  
Budget Officer

Dear **Dr. Tan**,

Good day!

This letter concerns the sale of sweetpotato weevil pheromone in the amount Ten Thousand One Hundred fifteen Pesos (PHP 15, 115.00). The payment of this amount from Tarlac State University was deposited to the VSU STF 40201990 99 PRCRTC instead of the project code Trust No. 20401010-24. In this regard, we would like to request to transfer the said amount to the project above code to be used for project-related activities.

I am hoping for a positive response to this request.

Thank you very much.

Very truly yours,

**ERLINDA A. VASQUEZ**  
Project Leader

Endorsed by:

**EDGARDO E. TULIN**  
PhilRootcrops

Recommending Approval:

Approved:

**LOUELLA C. CHAN**  
Budget Officer

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