

October 26, 2023

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University

**Attention:** **Ms. Louella C. Ampac**  
Director, Finance & Management Office (FMO)

**Subject:** Request for Travel Funds

Dear Dr. Tulin,

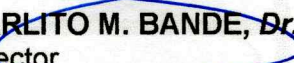
The Zonal Center for Biodiversity Conservation and Habitat Restoration have been invited to the upcoming Orchids and Bryophytes Workshop 2024 at Dr. Cecilia Koo Conservation Center (KBCC), Taiwan on February 19-27, 2024. This event will be hosted in partnership with the Botanic Gardens Conservation International (BGCI) and Southeast Asia Botanic Gardens (SEABG) Network where VSU has been an official member since this month of October 2023.

With our active engagement with a number of communities in our region, I believe that, as a university, we can significantly share our findings and concerns on the status of our native orchids and bryophytes in the province especially during the pandemic period. With this, I am writing to kindly request for travel assistance to support one of our staff to attend the said event since this will be limited to 20 participants only. As the Director of the Biodiversity Center, I found this event is of great importance to showcase the university's conservation efforts for the native plants in the Philippines. At the same time, this event will also significantly contribute to a global networking with various experts and institutions in the field of conservation science.

The invitation and further details on this event is attached for your reference

Thank you for considering my request. I eagerly await for your response. I hope for a positive outcome on this request.

*Sincerely,*

  
**MARLITO M. BANDE, Dr. sc. agr.**  
Director  
Zonal Center for Biodiversity and Habitat Restoration

Approved

**EDGARDO E. TULIN, PhD**  
University President  
Visayas State University