



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
ECONOMICS**

October 19, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City

Thru: **Dr. Dilberto O. Ferraren**
Pres. for OVPPRGAS

Dear Sir:

Good day!

The Department of Economics is set to conduct its strategic planning this coming October 25-28, 2023. We have requested funds from the university which was approved during the Finance Committee meeting last October 10, 2023. The excerpt suggests that we have to make a PPMP for the venue to defray its necessary costs. However, upon submission of the PPMP, it was not accepted since the acceptance of PPMP for the year has already been closed.

In this connection, we would like to appeal to your good office and request that our PPMP for the venue of the strategic planning activity be accepted. Please note that we did write to the university as early as October 3, 2023 regarding the request for funding however the University Finance Committee was not able to act on-it promptly. Further, our apologies for not knowing the cut-off of submitting the PPMP this year. Truly, we did not receive, or we tend to overlook the said deadline, hence the late processing of the PPMP.

Moreover, we at the Department of Economics is willing to do the canvassing of venue quotation to facilitate the process. We do hope for your generous and kind understanding on this matter.

Thank you very much!

Very Respectfully Yours,

ZYRA MAY H. CENTINO
HEAD, DOE

Recommending Approval:

DILBERTO O. FERRAREN
VP, OVPPRGAS

Approved:

EDGARDO E. TULIN
President, VSU

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