



31 January 2022

**EDGARDO E. TULIN**  
President

Through: **DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance

Dear Dr. Tulin:

As we are about to conduct the virtual 2022 VSU College Admission Test (CAT), we aim to increase applicants to our undersubscribed programs. We have identified 15 of these programs (including the newly approved Bachelor of Arts in Philosophy) that will be the focus of an integrated and multi-platform information caravan and campaign before we start the VSU CAT.

Part of the campaign is to produce printed leaflets/brochures of the programs that will be strategically distributed to different high schools in the country. While we have wide reach with our online platforms, we believe these print publications, strategically targeted to high schools, coupled by an information caravan event, will boost our chances to fill these programs with competent applicants.

With this, I would like to request for emergency procurement of **1 Lot - Brochure Printing for VSU CAT 2022 Information Campaign** amounting to P80,000.00. We aim to print 2,500 copies of a university-wide brochure, as well as 3,000 brochures for the 15 undersubscribed programs.

We are planning to print by February 15 and distribute the next week, before the conduct of the CAT application period and exam starting March.

Hoping for your kind approval for this request. Thank you very much!

Yours truly,

  
**NANCY V. DUMAGUING**  
Head of Admissions

Recommending Approval:

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

Noted:

**ALELI A. VILLOCINO**  
VP for Student Affairs & Services

Approved:

**EDGARDO E. TULIN**  
President