



Department of Agriculture  
**PHILIPPINE CARABAO CENTER AT  
VISAYAS STATE UNIVERSITY**  
Baybay City, Leyte



15 March 2022

**DR. EDGARDO E. TULIN**

President and Head of Procuring Entity  
Visayas State University  
VISCA, Baybay City, Leyte

**Dear Sir,**

The Department of Agriculture – Philippine Carabao Center at the Visayas State University will be conducting a Training of Trainers for the Farmer Livestock School (TOT-FLS) on 19 April to 02 May 2022. The activity will require food, venue and accommodation for a maximum of 35 participants.

The Center plans to conduct the training in the Guesthouse (for food and venue because of the open space and good connectivity) and accommodate the participants in the VSU Apartelle (and Hostel if necessary).

Anent to this, the Center respectfully request your approval to procure the food, venue and accommodation services from the VSU Guesthouse and Apartelle for the training. Such approval is required from your office as HOPE, per advice from the BAC Secretariat.

Rest assured, the Center will make sure that all the prescribed protocols will be strictly followed.

Thank you very much and hoping for your kind consideration on this request.

**Very truly yours,**

**FRANCISCO G. GABUNADA JR.**  
Center Director

\_\_\_Approved    \_\_\_Disapproved

**EDGARDO E. TULIN**

President and HOPE

Visayas State University  
*A food-secure Philippines*

*with prosperous farmers and fisherfolk*

