



21 February 2023

DR. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

Through: **MS. LOUELLA C. AMPAC**
Director, Financial Management Office

Dear **Dr. Tulin**:

The College of Engineering and Technology of the Visayas State University will be holding a ***Training-Workshop on OBE Continuous Quality Improvement (CQI)*** to all faculty members under the college on March 15-16, 2023 at the RDEI Hall, VSU, Visca, Baybay City, Leyte. The college has secured funding of P50,000.00 from the university for the said activity through a Training-Workshop Proposal submitted sometime in November 2022 to cater expenses of one (1) resource speaker, AM and PM snacks and lunch for 50 participants for the two-day activity.

The college invited **Engr. Roijen V. Morcilla** from University of Science and Technology of the Philippines (USTP), Cagayan De Oro to discuss the OBE CQI Process. However, USTP suggested to include the topic of OBE Framework, which **Engr Alleen A. Sieras** will deliver. And since the activity involves many participants, they further requested to accompany Ms. Leah Mae Tabosares to assist with the face-to-face training workshop while Engr. Morcilla will deliver his topic via Zoom.

In this connection, the college would like to request for additional funding amounting to PhP 25,000.00 to shoulder the transportation and accommodation of one additional (1) resource speaker and meals for the additional participants. Further, I also request the presence of all VPs and Deans of the university, as this would be an excellent opportunity for us to learn further about the process of Continuous Quality Improvement for Outcome-based Education. May this request merit your consideration and approval.

Thank you for your usual support to the college.

Very truly yours,

JANNET C. BENCURE

Dean

Recommending Approval:

LOUELLA C. AMPAC

Director, FMO

Approved:

EDGARDO E. TULIN
University President