



14 September 2023

DR. EDGARDO E. TULIN

University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. Tulin**,


This is to request the amount of **Twelve Thousand Pesos (12,000.00)** for the payment to the **rental of lights** to be use during the **UC Faculty Forum** held at **Visayas State University RDE Hall** on **September 19-21, 2023**.

Hoping for your positive response on this request.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, IAO

Certified Funds Available:


LOUELLA C. AMPAC
Head, Finance Office
ch- to GF

Approved:


EDGARDO E. TULIN
President, VSU