



**VISAYAS**  
STATE UNIVERSITY



**PHILIPPINE ROOT CROP  
RESEARCH & TRAINING  
CENTER**

30 November 2023

**DR. DANIEL LESLIE S. TAN**

OIC - President  
Visayas State University  
Baybay City, Leyte

Thru: **MR. NICK FREDDY R. BELLO**  
Head, Accounting Office

Dear Dr. Tan:

Good day!

I am writing this letter to request your approval to use a portion of the administrative costs of the research projects under me entitled "Extension Support to Rootcrops for Food and Livelihood Resilience in Yolanda-affected Communities and Expansion Focus Sites" (20201050-6.99) and "Sustaining the Development of Sweet Potato Food Value Chains in Central Luzon, Albay, Leyte and Samar, and Linkaging with Related Industries-Phase 2" (20201050-6.1.94). The money will be utilized to purchase polo shirts for the PhilRootcrops faculty and staff. This decision has been made to provide them with a new uniform that has PhilRootcrops logo and color that matches the university's dress code.

The total amount needed to purchase one set of polo shirts for 58 people is 34,800.00 pesos.

Your approval to this request is very much appreciated. Thank you very much.

Respectfully yours,

**MARLON M. TAMBIS**  
Assistant Director, PhilRootcrops

*Certified Availability of Funds*  
Recommending Approval:

**NICK FREDDY R. BELLO**  
Head, Accounting Office

Approved:

**DANIEL LESLIE S. TAN**  
OIC - President