

16 June 2025

Dr. Prose Ivy G. Yepes
President, VSU
Visca, City of Baybay, Leyte

Thru: Ms. Louella C. Ampac
Director, Finance Management Office

Dear *Dr. Yepes*:


Greetings!

As we eagerly anticipate the culmination of the 125th Philippine Civil Service Anniversary program on September 30, 2025, we are thrilled to prepare for the customary month-long activities to commemorate this remarkable milestone. To ensure the success of these celebrations, we respectfully request the release of ₱40,000.00 pesos from the Marketing and Promotional Fund/OVPAF Funds, our typical funding source for such endeavors. This allocation will be dedicated solely to the procurement of raffle prizes, which will serve as heartfelt tokens of appreciation and motivation for our esteemed employees.


Moreover, we kindly request the assistance of the Procurement Office in processing and procuring the raffle prizes, including the loyalty pins and paper for certificates. Recognizing the significance of adhering to procurement procedures and regulations, we value their expertise and support in ensuring a smooth and compliant procurement process.

Thank you very much.

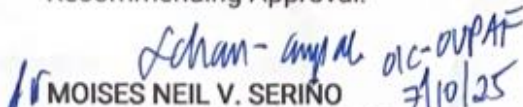
Sincerely,


HONEY SOFIA V. COLIS
Director, HRMD

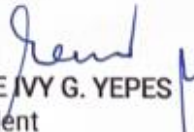
Availability of Funds:


LOUELLA C. AMPAC
Director, Finance Management Office
for P20K only due to available funds (Twenty thousand)

Recommending Approval:


MOISES NEIL V. SERINO
VP for Administration and Finance
o/c-OVPAF 7/10/25

Approved:


PROSE IVY G. YEPES
President