



August 23, 2023

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

Thru: **LOUELLA C. AMPAC**  
Director, Finance Office

Dear Dr. Tulin:

Greetings from DYDC-FM!

DYDC-FM 104.7 embarks on another undertaking that will serve as an important gateway for the station to intensify its reach and cover a wide array of audience as well as a strategic extension endeavor of the University as a whole, especially in bringing the different innovative technologies generated by the institution to the local community through a radio platform.

On September 12, 2023, DYDC will formally seal its partnership with Radyo Pilipinas Sogod, owned and operated by the Philippine Broadcasting Service operating with a bandwidth of 5 Kilowatts, through a signing of a Memorandum of Agreement as well as conduct an orientation/workshop on producing a development program at DDC New Graduate Room.

In view of the above, DYDC would like to request your kind office to support the aforementioned activity. This costs Php 20,500.00 which will cover snacks and lunch for 50 participants for 1 day.

Please see attached activity proposal for your reference. We hope for a positive response to this request. Thank you very much.

Respectfully yours,

*[Signature]*  
**MIKAELA M. GONGORA**  
OIC Station Manager, DYDC-FM

Noted by:

*[Signature]*  
**CHRISTINA A. GABRILLO**  
Head, DDC

Recommending Approval:

*[Signature]*  
**VICTOR B. ASIO**  
Dean, CAFS

*[Signature]*  
**LOUELLA C. AMPAC**  
Director, Finance Office

Approved by:

*[Signature]*  
**EDGARDO E. TULIN**  
President, VSU