



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ARTS, LANGUAGES  
AND LITERATURE**

January 9, 2024

**DANIEL LESLIE S. TAN, Ph.D.**  
OIC President  
VSU

*Handwritten notes:*  
01/20/2024  
DLS

I hope this letter finds you well.

I received an email from Dr. Carleen C. Velez, Ph.D., the Regional English Language Officer of the US Embassy containing their proposal to conduct teacher training workshops in Leyte, including VSU. They will send one English Language Specialist for a four-hour teacher training workshop for English teachers on "Teaching English to Young Learners" on February 1, 2024. The said English Language Specialist will also conduct a four-hour consultation with English teachers or university faculty.

DALL faculty members humbly request to be part of this teacher training workshop as organizers and participants. We will also invite other English teachers from the Department of Teacher Education (DTE), VSU HIS, and VFES.

With your approval, RELO is requesting VSU to provide the following:

1. Venue
2. Equipment (projector, screen, etc.) and technical support
3. Participants
4. Lunch and snacks for the participants

This endeavor is a great start for our department and VSU to establish linkage with the Regional English Language Office (RELO) of the US Embassy. Attached to this request is the invitation letter from Dr. Velez.

We would greatly appreciate a favorable response on this humble request.

Thank you very much.

Respectfully yours,

**MARIA VANESSA E. GABUNADA**  
Head, DALL

Noted:



Management  
System  
ISO 9001:2015



*mtplncto*  
**MA. THERESA P. LORETO**  
CAS, Dean

*Auf*  
**ALICIA M. FLORES**  
Head, Budget Office

Recommending Approval:

*BSB*  
**BEATRIZ S. BELONIAS**  
Vice-President for Academic Affairs

Approved: *DLST*  
**DANIEL LESLIE S. TAN**  
~~BEATRIZ S. BELONIAS~~  
VP, Academic Affairs  
OIC - President, VSU

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-VSU-03  
V2 05-09-2023  
No. 2024-

SEAL



**DALL Teacher Training Workshop on Feb. 1-2, 2024**

**BUDGET ESTIMATION**

<b>Number of Participants</b>	<b>Feb. 1 PM Snacks</b>	<b>Feb 2 AM Snacks</b>	<b>Total</b>
DALL - 27	30 X 80 = 2,400.00	30 X 80 = 2,400.00	4,800.00
DTE - 5	5 x 80 = 400.00	5 x 80 = 400.00	800.00
VSUIHS - 5	5 x 80 = 400.00	5 x 80 = 400.00	800.00
VFES - 5	5 x 80 = 400.00	5 x 80 = 400.00	800.00
<b>Overall Expenses</b>			<b>7,200.00</b>



*Embassy of the United States of America*

*Manila, Philippines*

December 1, 2023

Dr. Maria Vanessa E. Gabunada  
Department Head  
Department of Arts, Languages, and Literature  
College of Arts and Sciences  
Visayas State University  
Baybay, Leyte

Dear Dr. Gabunada,

Greetings!

The Regional English Language Office, Public Affairs Section, U.S. Embassy in the Philippines will host two U.S. State Department English Language Specialists to conduct teacher training workshops in Leyte on early literacy early next year.

Kindly advise if Visayas State University (VSU) would be interested to host one of the English Language Specialists for a four-hour teacher training workshop for pre-service teachers on "Teaching English to Young Learners" on February 1. The English Language Specialist will also be available for four hours of consultation with pre-service teachers or university faculty on February 2.

If VSU is interested, VSU will provide the following:

- Point of Contact for the project
- venue
- equipment (projector, screen, etc.) and technical support
- participants
- lunch or snack for the participants

I look forward to collaborating with VSU on this important project.

Best regards,

Carleen C. Velez, Ph.D.  
Regional English Language Officer