



19 March 2024

DR. PROSE IVY G. YEPES
President, Visayas State University

Dear Dr. Yepes,

We, at Amaranth, the official student media organization of the Visayas State University (VSU), strives to stay true to the Viscan pursuit of excellence with regards to covering events and featuring impactful stories for our #ProudViscans.

In light of our goal of providing sensible and productive journalistic and creative content, it is imperative to provide our staff with basic necessities such as food and drinks, as we believe that this will allow us to work progressively especially during our extensive coverage of the upcoming Centennial Anniversary celebration of VSU this April 24-27, 2024.

Further, we would like to request for provisions of morning and afternoon snacks for our 55% staffers during the event. We believe that we can extend our optimal best in providing service to the Viscan community when these are provided. Thank you very much.

Sincerely,

JERRY V. YUBAL JR.

Executive Editor, Amaranth

Recommending approval:

ULDERICO B. ALVIOLA

Adviser

Certified Funds Available:

ALICIA M. FLORES

Head, Budget Office

Changed to CTF-FF34
@ P2, M | activity (Am-PM)

Approved:

PROSE IVY G. YEPES

President, Visayas State University