



October 7, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Through: **LOUELLA C. AMPAC**
Finance Management Director

Dear Sir:

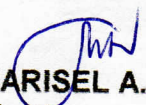
Good day!

This is to request your good office to allow us to utilize a portion of our NCRC IGP 6.3 (Coco Non Food Project) budget in the amount of **Ninety Five Thousand Pesos (P 95,000.00)** to be used for the following:

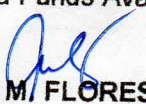
1. Purchase of tires, spare parts & repair of NCRC Adventure. This vehicle will be used for the hauling of copra, seednuts and seedlings, makapuno nuts and meat.
2. Purchase of tires for the NCRC Toyota Van. This vehicle is needed for the attainment of the center's research activities and effective delivery of extension services.

These expenses were not part of the overhead budget of the center, hence this request. Thank you for your continuous support.

Sincerely yours,

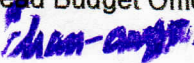

MARISEL A. LEORNA
Director

Certified Funds Available:

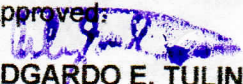

ALICIA M. FLORES
OIC-Head Budget Office

Noted:


JEREMIAS S. VESTRA
Project Manager


LOUELLA C. AMPAC
Finance Management Director

Approved:


EDGARDO E. TULIN
President