



September 3, 2020

PROF. MA. AURORA TERESITA W. TABADA

Head, Gender Resource Center
Visayas State University
Visca, Baybay City, Leyte

Dear **Prof. Tabada**:

Good day!

Based on the National Expenditure Program (NEP) issued by the DBM your proposal for 2021 Capital Outlay Project entitled *Acquisition of Furniture and Fixtures (Purchase of Equipment for Gender Resource Center)* was approved.

The breakdown per account title are the following:


Furniture and Fixtures	2,504,000.00
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In order to facilitate early procurement, we are requesting you to prepare purchase request for the said project. The Deadline for the submission of the PR's will be on September 14, 2020.


Hoping for your prompt action.

Thank you.

Very truly yours,


MYRNA S. PANCITO
Head, Budget Office 9/3

Noted by:


LOUELLA C. AMPAC
Financial Management Director 9/4