



STATE UNIVERSITY



CENTER

2/F CCE BUILDING
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PHILIPPINES
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Email: qac@vsu.edu.ph
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24 March 2023

DR. EDGARDO E. TULIN
University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Attention: **Nick Freddy R. Bello**
Head, Accounting Office

Dear Dr. TULIN,

The Office of the Head of Culture and the Arts Center is preparing for the Mr and Ms VSU 2023 activities which includes: production meetings, photo shoots, blocking rehearsals, technical rehearsals, preliminary round, talent competition, and the final show /coronation night.

In line with this, we would like to request for a budgetary allocation of P **155,000.00** for snacks and meals (for working committees, candidates and sponsors, judges and specials who will be involved in the event for the year 2023. Here is the breakdown for the requested budgetary allocation:

Snacks for 1,600 persons at P80.00/person	=P 128,000.00
Meals for 15 Judges(breakfast,lunch, dinner) at P200.00/person (April 22, 24,25,2023)	= <u>P 27,000.00</u>
	TOTAL: P 155,000.00

On behalf of the pageant committee I am also requesting that the proposed budgetary requirements will be charged under the **Mr and Ms VSU 2023 Marketing and Promotions Committee** with the support of the overall Marketing and Promotions Committee of the 99th VSU Anniversary. We look forward to your approval of this request. Thank you.

Sincerely yours,

JUDE NONIE A. SALES
Head, Culture and the Arts Center

Noted: / Certified Availability of Fund:

[Signature]

NICK FREDDY R. BELLO
Head, Accounting Office

Note: Process PMP, PR and other procurement documents.

Approved:

[Signature]
EDGARDO E. TULIN
University President
3/24/23