

January 12, 2024

DR. DANIEL LESLIE S. TAN
OIC President
Visayas State University
Baybay City, Leyte

Thru: **LOUELLA C. AMPAC**
Director, Finance Office

Dear Dr. Tan,

Greetings!


The Philippine Root Crop Research and Training Center (PhilRootcrops) will be conducting a Lab Safety and Equipment Care Seminar-Workshop on January 23, 2024. The activity is aimed to develop the enhance the skills of faculty and research staff in handling laboratory risks and undersatnd the importance of maintaining equipment for optimal performance and longevity. In relation to this, PhilRootcrops would like to request your kind office to support the aforementioned activity.

The proposed workshop-seminar is estimated to cost Php 13,500.00 which will cover snacks and lunch of 49 participants and 1 resource person for 1 day. Since the activity will be face-to-face, we will strictly follow the health protocols against the spread of COVID-19.


We hope for a positive response to this request. Thank you very much.

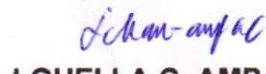
Respectfully yours,


MARLON M. TAMBIS
Assistant Director, PhilRootcrops



EDGARDO E. TULIN
Director, PhilRootcrops

Recommending Approval:


DENNIS P. PEQUE
VP for Res. Ext. & Innovation


LOUELLA C. AMPAC
Director, Finance Office

Approved by:


DANIEL LESLIE S. TAN
OIC President, VSU

Ch. to training funds clo OAA research 2024