



12 January 2024

DR. DANIEL LESLIE S. TAN
OIC- University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. TAN**,

The International Affairs Office (IAO) is diligently preparing for a series of significant events in 2024 that contribute to the internationalization program of the university. These activities include the International Students' Welcome Week, VSU Centennial Founding Anniversary, ASEAN Month Celebration, University rankings preparation, and various events with international partners, visiting professors, researchers, as well as cultural exchange programs with international guests.

To ensure the success and smooth execution of these events, we are kindly requesting a budgetary allocation of ₱ 363,000.00. This allocation will cover expenses for meals, accommodation, and tokens to be provided to our esteemed guests and working committees throughout the year 2024 activities.

Below is the detailed breakdown of the requested budget:


Snacks for 1200 persons at ₱80.00/person	= ₱ 96,000.00
Coffee for 500 pcs at ₱20.00/piece	= ₱ 10,000.00
Tea for 100 pcs at ₱20.00/piece	= ₱ 2,000.00
Meals for 700 persons at ₱300.00/person	= ₱ 210,000.00
Accommodation for 30 persons at ₱1,500.00/person	= ₱ 45,000.00
Total Budgetary Allocation Requested:	= ₱ 363,000.00

We sincerely hope for your approval of this budgetary request. Thank you for your attention and consideration.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, IAO

Certified Funds Available:


LOUELLA C. AMPAC
Director, ODF

*₱ 250 / pat for training
1/10/24 ₱ 300 / pat for impts events*

Approved:


DANIEL LESLIE S. TAN
OIC- University President