

September 3, 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

I hope this message finds you well. As we prepare for the upcoming events and activities for the year 2024, the Office of International Affairs anticipates several occasions where tokens will be essential. These VSU Food Products token will be given as a gesture of appreciation to our distinguished guests, visiting scholars, and international partners who contribute significantly to the growth and internationalization of our university.

In this regard, we kindly request your approval to allocate a budget for the purchase of assorted VSU Food products, such as Cassava Chips, Biscotti, Vacuum Fried Jackfruit, and other VSU Food Products that reflect the pride and identity of Visayas State University.

Sample Proposed Budget:

Item	Quantity	Unit Cost	Total Cost
VSU food Products	50 pcs packs	PHP 1,000.00	PHP 50,000.00
Total Estimated Budget			PHP 50,000.00

We believe that these tokens will greatly contribute to strengthening our relationships with our partners and enhancing the university's visibility and reputation on both national and international platforms.

We would appreciate your favorable consideration of this request. Should you require any further details or modifications to the proposed budget, please do not hesitate to contact us.

Thank you very much for your support and leadership.

Sincerely,


HANZEL N. MEJIA

Head, International Affairs Office


ALICIA M. FLORES

Head, Budget Office

IP-ACP
2024

APPROVED:


PROSE IVY G. YEPES

VSU President