



**VISAYAS**  
STATE UNIVERSITY



**AMARANTH**  
The Official Student Publication of the Visayas State University

15 September, 2025

**PROSE IVY YEPES**

President, Visayas State University  
Visca, Baybay City, Leyte

Dear **Pres. Yepes**:

Greetings of peace and prosperity!

We, at Amaranth, the official student media organization of Visayas State University (VSU), strive to uphold the Viscan pursuit of truth and excellence through our mission to consistently deliver impactful campus news stories and essential information to the Viscan community.

As part of this commitment, our organization will be actively covering and participating in *Salingkusog 2025*. To support our operations during this event, we respectfully request the provision of snacks for 68 staff members.

Based on our projection, the estimated total cost per snack for the said quantity of members is **five thousand four hundred forty pesos (5,440.00)**, amounting to a total of **forty three thousand five hundred twenty pesos (43,520.00)** for four days, two snacks per day. We respectfully seek your approval to charge this expense to the Amaranth Trust Fund (~~FF31- Educational Development Fee College~~). ~~Publication Fee~~

Providing us with this fund allocation will be a big help for us to ensure the well-being of our team throughout the event, enabling us to effectively carry out our duties and responsibilities to the Viscan community.

We sincerely appreciate your consideration and look forward to your approval of this request.

Thank you.

In the service of the studentry,

  
**CHUBIR SOLIVA**

Business Manager, Amaranth



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### **Budget For Snacks Breakdown**

Budget per Snacks	80.00
Snacks per Day	2
Quantity of Members	68
Number of Days	4
<b>Total Cost</b>	<b>43,520.00</b>

Computation for the Budget:

#### ***Total cost Per Snack:***

$$80 \times 68 = 5,440.00 \text{ pesos}$$

#### ***Total cost of Snacks in Four Days***

$$5440 \times 2 = 10880$$

$$10880 \times 4 = 43,520.00 \text{ pesos}$$




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Recommending approval:

  
**ULDERICO B. ALVIOLA**  
Adviser, Amaranth

  
**JUCEL MARIE T. GUATLO**  
Adviser, Amaranth

Certified Funds Available:

  
**ALICIA FLORES**  
Head, Budget Office *Publication fee*

Approved:   
**PROSE IVY G. YEPES**  
VSU President