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FM-VSU-03-2024-0213-178113

## INSTRUCTION AND EVALUATION OFFICE

**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tan:

The Green University Project team members are diligently preparing for a series of significant meetings related to the Green University Project (VSU-FTP-2024-1).

To ensure the success and smooth execution of these meetings, we kindly request a budgetary allocation of 53,500 (Php) charged to the Green University Project (VSU-FTP-2024-1). This allocation will cover expenses for meals and snacks in every meeting for the whole year.

Below is the detailed breakdown of the requested budget:


Snacks for 10 persons/Team members (80.00 per person) x 15 meetings	= 12,000
Coffee (20.00 per piece) x 100 pieces	= 2,000
Tea (20.00 per piece) x 100 pieces	= 2,000
Meals for 10 persons/Team members (250.00 per person) x 15 meetings	= 37,500
<b>Total Budgetary Allocation Requested</b>	<b>53,500</b>

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


Prepared by:

**DHEYVID C. FACUNDO**  
Science Research Assistant, IEO

Noted by:

  
**MA. RACHEL KIM L. AURE**  
Director, Instruction and Evaluation  
Co-Project Leader

Certified funds available:

  
**ALICIA M. FLORES**  
Head, Budget Office

  
**EDGARDO E. TULIN**  
Vice-President, Administration and Finance  
Project Leader

Recommending Approval:

  
**DENNIS P. PEQUE**  
VP for Research, Extension, and Innovation

APPROVED:

  
**DANIEL LESLIE S. TAN**  
OIC-President

cc: OVPREI-VP  
OVPREI-RPO  
Head, Budget Office  
Dean, College  
Head, Department  
Researcher

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.