



06 February 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.

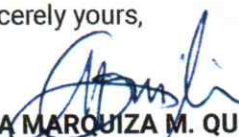
To ensure the success and smooth execution of these events, we are kindly requesting a budgetary allocation of ₱ 34,000.00. This allocation will cover expenses for Assorted VSU product to be provided to our esteemed guests and working committees throughout the year 2024 activities and the Painting on canvass will be given to the EU Ambassador during their visit to VSU on February 22, 2024

Below is the detailed breakdown of the requested budget:

Assorted VSU Products for 30 persons at ₱1000.00/person	= ₱ 30,000.00
Painting on canvas for Search for Truth, A4 size, with frame	= ₱ 4,000.00
Total Budgetary Allocation Requested:	= ₱ 34,000.00

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 2/7/24
Director, ODF

Approved:


DANIEL LESLIE S. TAN
OIC- University President
oic 2/10/24

