



VISAYAS
STATE UNIVERSITY

EXTENSION
OFFICE

02 January 2025

Ms. Mary Jean M. Sapan

Project Leader
Institute of Human Kinetics
VSU, Visca Baybay City, Leyte

Dear **Ms. Sapan**

Good day!

This is to inform you of the release of the 2025 budget allotment for your extension project entitled: **"Langoy sa Kaluwasan - Capacitating DRMC Chairpersons and Youth Leaders in each Barangays of Baybay City on Disaster Awareness and Preparedness"** in the amount of **Fifty-Five Thousand Pesos (P55,000.00)** charged to Extension GAA (code: EXT62).
We do hope that even with the modest budget, the project can make a difference in capacitating our target clientele.

Thank you.

Very truly yours,

CATHERINE C. ARRADAZA
Director, Extension Office

Recommending Approval:

SANTIAGO T. PEÑA, JR.

Vice President for Research, Extension, and Innovation

Approved by:

PROSE IVY G. YEPES
University President

cc: OVPREI - Extension Office, Extension Proponents, Budget Office

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