



12 January 2024

DR. DANIEL LESLIE S. TAN

OIC- University President
Visayas State University
ViSCA, Baybay City
6521-A Leyte

Dear **Dr. TAN**,

We kindly request a mobile phone for office use, as the in-charge of international students requires 24-hour monitoring of international students through a messaging application, especially during their international travel to VSU. The mobile phone is also useful in updating the Facebook page of the International Affairs Office. This request is made because the in-charge is currently using his personal phone, and money for data, in doing all these activities, and we believe that providing a dedicated office mobile phone would be more efficient and appropriate. We seek a budget of ₱27,200.00 for the phone and one-year mobile load to facilitate continuous communication and monitoring activities.

Below is the detailed breakdown of the requested budget:

Mobile phone	₱ 20,000.00
Mobile load for 12 months at ₱600.00/month	₱ 7,200.00
Total Budgetary Allocation Requested:	₱ 27,200.00

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
Director, ODF

Approved:

DANIEL LESLIE S. TAN
OIC- University President

INTERNATIONAL AFFAIRS OFFICE

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