



04 April 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

THRU:

MS. LOUELLA C. AMPAC

Director, Finance Management Office

Dear Dr. Tulin,

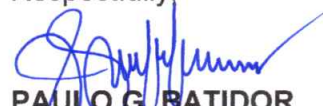
Good day!

The Visayas State University (VSU), in collaboration with the Universiteit Hasselt (UHasselt) and VLIR-UOS in Belgium, will be conducting an **International Training Program (ITP) Workshop** on May 2-7, 2023. This will be a **face-to-face** workshop to be held in the RDE Hall, VSU, Baybay City, Leyte. This activity is in line with the objectives of the memorandum of understanding between VSU and UHasselt. As part of VSU's continuation to the MOU, we would like to ask for support on the following items in preparation for this international event.

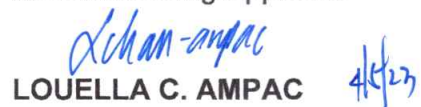
Item/Description	Quantity	Price	Total	Remarks
Accommodation Discount (P 500.00 c/o UHasselt and excess amount c/o VSU)	14 days/person (King)	P 1,100/room	P 30,800.00	Prof. Dr. T. Neyens Prof. Dr. O. Thas
	14 days/person (Queen)	P 1,000/room	P 14,000.00	Dr. M. Rocha
Diesel	120 liters	P 75/liter	P 9,000.00	Fetch and conduct
Diploma Cover (for certificates)	4 pieces	P 100/piece	P 400.00	
Overtime Pay (May 6, 2023-Sat)	1 day/person	P 561.80/person	P 1,123.60	2 RDE personnel
Overtime Pay (Solidarity Night)	1 night/person	P 250/person	P 500.00	2 RDE personnel
Tarpaulin	3 pieces	P 600/piece	P 1,800.00	
Tokens	4 bags	P 1,000/bag	P 4,000.00	
Training Kit	45 pax	P 1,080/person	P 48,600.00	
Breakdown:				
Tote Bag	45 pieces	P 200	P 9,000	
ID Sling with Jacket	45 pieces	P 150	P 6,750	
Notebooks/Writing Pad	45 pieces	P 100	P 4,500	
Ballpen	45 pieces	P 30	P 1,350	
Alcohol/Hand Sanitizer	45 pieces	P 50	P 2,250	
Facemask	45 pieces	P 50	P 2,250	
T-shirt	45 pieces	P 500	P 22,500	
TOTAL			P 110,223.60	

Hoping for your approval on this matter. Thank you and stay safe always.

Respectfully,


PAULO G. BATIDOR
Head, DStat

Recommending Approval:


LOUELLA C. AMPAC 4/12/23
Director, FMO
ch. to Training current MOOE GAA

Approved:


EDGARDO E. TULIN
President