



**VISAYAS**  
STATE UNIVERSITY



**INSTITUTE OF TROPICAL ECOLOGY  
AND ENVIRONMENTAL MANAGEMENT**

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OP# 30164  
4/15/21

April 12, 2021

Dr. Edgardo E. Tulin  
University President  
Visayas State University  
Visca, Baybay City, Leyte


Dear, Dr. Tulin,

This is to request permission to utilize part of the 10% of the budget on Administrative Cost from the Fish Coral research project with project fund code 101T20201050-10-108. The amount requested of 133,000.00 will be used for the purchased office supplies and repair of ceiling of the Marine Laboratory under the Aquatic Ecosystems Division (AED) which had been ruined since the typhoon Yolanda.


I am hoping for your favorable action on this request.

Thank you very much.

Very truly yours.

  
**HUMBERTO R. MONTES, Jr. Ph.D.**  
Project Leader, Fish Coral

Recommending Approval:

  
**ELIZA D. ESPINOSA**  
Director

Funds Available:

  
**ERLINDA S. ESGUERRA**  
Accountant

Approved:

  
**EDGARDO E. TULIN**  
University President