



23 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 funds for boat and airplane ticket fares, both locally and internationally, as the staff of the International Affairs Office will be attending various relevant workshops and trainings in the year 2024 to significantly contribute to the enhancement of the university's internationalization program.

The workshops and training sessions are in line with our internationalization goals, providing chances for professional growth, knowledge sharing, and networking. Attending these events will help our team gain useful insights and skills, making a direct impact on improving our university's international efforts.

We are seeking a budget of **₱ 579,000.00** to cover the expenses of boat and airplane ticket fares for both local and international travel in the year 2024.

Below is the detailed breakdown of the requested budget:


Boat ticket fare (Cebu-Ormoc VV.) for 20 roundtrip tickets at ₱2,200.00/trip	=₱ 44,000.00
Local airplane ticket fare for 15 roundtrip tickets at ₱15,000.00/trip	=₱ 225,000.00
Southeast Asia airplane ticket fare for 4 roundtrip tickets at ₱40,000.00/trip	=₱ 160,000.00
International airplane ticket fare 2 roundtrip tickets at ₱75,000.00/trip	=₱ 150,000.00
Total Budgetary Allocation Requested:	=₱ 579,000.00

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 *ip training 2024*
Director, ODF

Approved:


DANIEL LESLIE S. TAN *1-26-24*
OIC- University President

