



**EXCERPT FROM THE APPROVED MINUTES OF THE
Finance Committee Meeting**

OVPF – Conference Room
November 06, 2023

The letter request of Mr. Jay C. Bansale, Student Internship Coordinator of the College of Education, to prepare a culmination activity of the student internship program on November 17, 2023, was presented and deliberated.

The Finance Committee agreed that the request is valid and the proposed budget of Twelve Thousand Four Hundred Pesos (Php 12,400.00) for the meals and tokens will be charged from the student teaching fee of the College. The said purchase of meals and tokens should go through the required procurement process. Furthermore, Dr. Ferraren's approval was suggested.

The Finance Committee members approved this action plan last November 06, 2023..

Certified True and Correct:

DANIEL LESLIE S. TAN
Chairperson, Finance Committee

Cc: **Dr. Bayron S. Barredo** – Dean, College of Education
Mr. Jay C. Bansale – Student Internship Coordinator, CoE