



16 January 2023

DR. EDGARDO E. TULIN

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

Dear **Dr. TULIN**,

The Office of the Head of International Affairs Office (OHIA) is preparing for this years' activities such as International Students' Welcome Week; ASEAN Month Celebration; preparation for university rankings; events with international partners, visiting professors and researchers; cultural exchange programs with international guests and other events related to the implementation of the internationalization program of the university.

In line with this, we would like to request for a budgetary allocation of **₱ 380,000.00** for meals (for working committees, international events at the university, reception of international guests/visitors), accommodation, and tokens to be provided to our future visitors for the **year 2023**. Here is the breakdown for the requested budgetary allocation:


Snacks for 1000 persons at ₱80.00/person	= ₱	80,000.00
Meals for 600 persons at ₱250.00/person	= ₱	150,000.00
Token for 60 persons at ₱1,000.00/person	= ₱	60,000.00
Accommodation for 60 persons at ₱1,500.00/night	= ₱	90,000.00
	₱	380,000.00

We look forward to your approval of this request. Thank you.

Sincerely yours,


ANA MARQUIZA M. QUILICOT
Head, International Affairs

Certified Funds Available:


LOUELA C. AMPAC
Director, Finance

Approved:


EDGARDO E. TULIN
University President