



September 3, 2020

ENGR. MARIO LILIO VALENZONA

Director for Physical Plant
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Valenzona:

Good day!

Based on the National Expenditure Program (NEP) issued by the DBM your proposal for 2021 Capital Outlay Project entitled *Construction and Refurbishing CME/ADE & CoED Building* was approved.

The breakdown per account title are the following:

School Building	5,000,000.00
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In order to facilitate early procurement, we are requesting you to prepare plan and estimates for the said project. The Deadline for the submission will be on September 14, 2020.


Hoping for your prompt action.

Thank you.

Very truly yours,


MYRNA S. PANCITO
Head, Budget Office 9/3

Noted by:


LOUELLA C. AMPAC
Financial Management Director 9/3