



16 January 2023

**DR. EDGARDO E. TULIN**  
University President  
Visayas State University  
ViSCA, Baybay City  
6521-A Leyte

Dear **Dr. TULIN**,

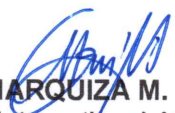
With the developments in the implementation of the International Program of VSU, there is a need to improve the services offered to our stakeholders especially our international guests especially professors, researchers and students.

In this regard, we would like to request for a budgetary allocation of **Php 2,256,140.00** to purchase items that will support the implementation of the Internalization program of the university especially organized by the Office of the Head of the International Affairs and other concerned offices in delivering its services to our stakeholders. Please find attached list of items to be procured.

We look forward to your approval of this request.

Thank you very much.

Sincerely yours,

  
**ANA MARQUIZA M. QUILICOT**  
Head, International Affairs

Certified Funds Available:

  
**LOUELLA C. AMPAC**  
Director, Finance Management

Approved:

  
**EDGARDO E. TULIN**  
University President *alc 1/26/23*

