



July 19, 2023

Louella C. Ampac
Financial Management Director
Visayas State University

Dear Ma'am Ampac:

Greetings!

As part of the Nursing tradition, the College of Nursing will hold its annual **Pinning Ceremony** on August 5, 2023, at 1:00-5:00 O'clock in the afternoon. The program will be attended by the College of Nursing faculty and staff, fourth-year students and their respective parents, and guests. This activity will be held at the Visayas State University-RDE Hall.

In this connection, we humbly request funding of Php 1840.00 for the **accommodation, food, and transportation of the guest speaker: Mark Angelo Cristino** who is coming from Tacloban City on August 5, 2023 and will leave on August 6, 2023. He will stay at VSU hostel for one night.

Expenses	Amount
Accommodation	Php 900.00
Food	Php 240.00
Fare	Php 400.00
Incidental expenses	Php 300.00
TOTAL	Php 1,840.00

Thank you very much. We hope this request will merit your favorable consideration and approval.

Truly yours,

Michelle C. Tolibas
Dean

Approved:

Louella C. Ampac
Financial Management Director

Ch. to RDE
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