



07 March 2022

DR. EDGARDO E. TULIN

University President

Visayas State University

ViSCA, Baybay City

6521-A Leyte



Dear **Dr. TULIN**,

With the improving situation of the COVID-19 pandemic and the opening of the university to face-to-face events, the Office of the Head of International Affairs Office (OHIA) is anticipating face-to-face activities such as ASEAN Month Celebration, seminars and workshops conducted to be conducted by 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 **₱ 295,000.00** for food, accommodation, and tokens to be provided to our future visitors for the **year 2022**. Here is the breakdown for the requested budgetary allocation:

Snacks for 500 persons at ₱80.00/person	= ₱ 40,000.00
Meals for 400 persons at ₱200.00/person	= ₱ 80,000.00
Token for 40 persons at ₱1,000.00/person	= ₱ 40,000.00
Accommodation for 90 persons at ₱1,500.00/night	= ₱ 135,000.00
	₱ 295,000.00

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

Sincerely yours,


ANA MARQUIZA M. QUILICOT

Head, International Affairs *2/8/22*

Certified Funds Available:


LOUELA C. AMPAC

Director, Finance *2/8/22*

ch. to Internationalization Plan 2021

Approved:


EDGARDO E. TULIN

University President *E.*