



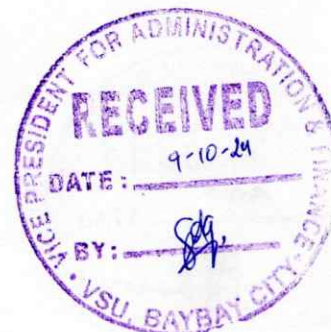
VISAYAS
STATE UNIVERSITY



VSU RADIO
DYDC-FM 104.7

10 September 2024

DR. ELWIN JAY V. YU
VP for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte



Dear **Dr. Yu**,

Warm greetings from VSU DYDC-FM!

I am writing to request funding in the amount of PHP 2,500 to cover the cost of printing the VSU DYDC-FM Directory on Sintra board for the upcoming ISO audit. This will facilitate a clear and professional display of our organizational structure, making it easier as well for the auditor/s to review and assess the workforce of our office.

We appreciate your consideration of this request and look forward to your positive response.

Sincerely,


CHRISTINA A. GABRILLO
Station Manager, DYDC-FM

Approved:


DR. ELWIN JAY V. YU *exp 9/11/24*
VP for Administration and Finance