



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
FOREST SCIENCE

March 6, 2024

Dr. DANIEL LESLIE S. TAN

OIC, President

Visayas State University

Visca, Baybay, Leyte

Thru: **Dr. EDGARDO E. TULIN**

Vice President of Administration and Finance

Visayas State University,

Visca, Baybay, Leyte

Dear Sir:

Greetings!

This is to request your good office to approve the amount of FIFTY THOUSAND PESOS ONLY (**Php50,000.00**) as budget for the Tree Management Committee. The Committee is under the direct supervision of the Office of the Vice President for Finance and Administration. However this was implemented and supervised by the Head of Department of Science. The Committee doesn't have budget every year. If this request is approved, the budget set aside is solely for the Project Procurement Management Plan (PPMP) in 2025. This will be used to purchased supplies and materials needed by the Tree Management Committee. Attached is the list of supplies and materials to be purchased for CY 2025.

Thank you for your kind consideration and approval to this request.

Very truly yours,

ANATOLIO N. POLINAR

Head, DFS/ Chairman, Tree Management Committee

Certified Availability funds:

ALICIA M. FLORES

Head Budget

Recommending Approval:

LOUELLA C. AMPAC

Financial Management Director

DEPARTMENT OF FOREST SCIENCE

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Approved,


Dr. EDGARDO E. TULIN
Vice President of Administration and Finance


Dr. DANIEL LESLIE S. TAN
OIC, President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.