



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**FOOD SCIENCE &
TECHNOLOGY**

January 11, 2024

Dr. Daniel Leslie S. Tan
OIC-President,
Visayas State University
Visca, Baybay City, Leyte

Sir:

The **ASEAN and MAFF-Japan** will once again implement the project entitled "Project for Human Resource Development in Food-Related Areas through Partnership Programs with Universities in ASEAN Region (Phase IV)" this coming May 27-31, 2024 (tentative) with Visayas State University thru the Department of Food Science and Technology as country coordinator. VSU has been a partner with ASEAN and MAFF-Japan since 2016 and we are proud to say that VSU was fortunately identified by ASEAN and MAFF-Japan as its counterpart here in the Philippines. The project's first year implementation was held here in our university. Cost for the airfare, accommodation, food and daily subsistence allowance of the six (6) Japanese experts as speakers of the aforementioned event was shouldered by ASEAN-MAFF Japan while the venue was shouldered by the university with ATI, the co-organizer at that time provided for the food (am snack, pm snacks and lunch) for the 2-3 day event. In 2018 and 2019, the events were both held in Cebu City. All expenses which included the accommodation, food and allowance of the 80 participants and organizers/facilitators were solely shouldered by ASEAN and MAFF-Japan which costs P2 and P3 million, respectively. In 2021, the implementation was fully online due to Covid-19 pandemic, while a hybrid mode of implementation was made possible in 2022 and 2023. This year, the project will be implemented face to face in our campus. In fact, the **ASEAN project coordinator, Mr. Hiroaki Kinoshita** and the **Finance officer, Ms. Maria Octora-Yanti** already visited VSU last November 15-16, 2023 and conducted ocular inspection of our facilities, assessed the safety of the place and had a meeting with VSU top officials discussing matters related to the 2024 implementation of the project on campus. Dr. Aleli Villocino represented the OIC president during that meeting together with Mr. Allen Lambert.

One of the important matters raised was relative to the funds for the VSU counterpart expenses to include **lunch for the 5 day event, plaque of appreciation to ASEAN and MAFF-Japan, transportation for the speakers & participants to and from the airport and the cost of the welcome dinner** as suggested during that meeting by Dr. Villocino and Dr. Lauzon as the university's way of showing the Filipino hospitality to our guests especially that we have international speakers/guests. Since the project is in its Phase IV already, the budget is already limited and ASEAN and MAFF-Japan can only provide funds for the coffee break/snacks in addition to the funds allocated for the accommodation, airfare and daily subsistence allowance of all Japanese experts coming from Japan. To address this matter, Dr. Villocino and Prof. Allan Lambert suggested for DFST to prepare a request/proposal addressed to the OIC-president for possible funding which is estimated to cost about P170,000, more or less, the estimated expenses is broken down as follows:

Lunch (P250 x 5 x 90)	- P112,500.00	(90 participants)
Plaque (2)	- 5,000.00	(for ASEAN and MAFF-Japan)
Token (6 estimated).	- 10,000.00	(for the speakers)
Welcome dinner (110)	- 27,500.00	(90 participants plus 20 VSU officials)
Transportation	- 15,000.00	(to & from the airport, during the even & per diem of drivers)
	<u>P170,000.00</u>	

Hence, this request therefore for an allocation in the amount of **ONE HUNDRED SEVENTY THOUSAND PESOS (P170,000.00)** as VSU's counterpart for the Phase IV implementation of the project entitled "Project for Human Resource Development in Food-Related Areas through Partnership Programs with Universities in ASEAN Region (Phase IV)" this coming May 27-31, 2024 (tentative dates).

We feel it important to give a plaque of appreciation to ASEAN and MAFF-Japan as a token of our appreciation for their continued support to the development of Human Resources here in the Philippines as well as their continued partnership with VSU for almost 8 years. Once this project is completed, there is still a good chance for another international partnership and collaboration with ASEAN and MAFF-Japan in future projects of the university.

Finally, we would also like to request for the President's rate for the accommodation of the participants coming from other parts of the Philippines and for the non-VSU main participants approximately 30 participants.

Thank you the full support the university and this administration has been provided to the project since its initial implementation and hoping for the same support to this year's implementation through a favorable action to this request.

Very truly yours,

LS 1/12/2024
LYNETTE C. CIMA FRANCA
Head, DFST

Recommending Approval:

VB
VICTOR B. ASIO
Dean, CAFS

Availability of Funds:

Lihan-angal
LOVELLA C. MAMPAC

Director of Finance
Only up to 70K

Refer to note p(5)

Approved:

DL
DANIEL LESLIE S. TAN
OIC-President

Please note the Recommendation of Ms. L Asupan.



FINANCE MANAGEMENT OFFICE

Date: 1/15/24

TO: Sir Dan
cto Ms. Lynette

FOR:
 Study Comments / Recommendation
 Appropriate Action Notation and Return
 Information Dissemination

REMARKS Re: request here are my
comments.

lunch - can we shoulder only 1 day coz
we have a CTA funding for food
token - we can ask Int'l Aff. office they have
available seems subj. to request
wel. dinner & transpo etc.
Note: our budget for meals for transp is only
\$200/hd. adj. figure is \$70,000
for accom. I think Univ. guest
only for key off. not all participants

LOUELLA C. AMPAC
Director, Finance Management

18,000 - Lunch
5,000 - Plaque
~~10,000~~
27,500 - Welcome Dinner
15,000 - Transpo

65,000
4,500 - Accomodation

70,000

GF - Training

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