



February 9,2023

DR. EDGARDO E.TULIN

President Visayas State University Visca, Baybay City, Leyte

Thru: DR. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Visayas State University

Dear Dr. Tulin:

Greetings of Peace!

The College of Education offers teaching internship where students has the opportunity to experience first-hand application in teaching. To prepare for the internship program a Pre Deployment Student Teaching Orientation and Pinning Ceremony will be conducted to the 329 StudentTeachers.

In this connection, we are submitting the proposal budget of **Nineteen Thousand Four Hundred Eighty Pesos (Php 19,480)** as we will hold above mentioned activity on March 1, 2023.

Hoping for your favorable action on this request.

Thank you very much for your continuous support of the student teaching internship program.

Respectfully yours,

SHEENA EUNICE B. TABUDLONG Student Internship Coordinator, IHK

JAY C. BANSALE

Student Internship Coordinator, DTE

Noted by:

BAYRON S. BARREDO Dean, College of Education Recommending Approval

DANIEL LESLIE S.TAN

VP for Administration and Finance



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment. Page 1 of 2 FM-VSU-03 v0 05-04-2020

No. Ct-007- Com23

Conforme: Will Fary NU LOUELLA C. AMPAC

Finance Director



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