



**VISAYAS**  
STATE UNIVERSITY

## GRANTS DEVELOPMENT OFFICE

11 January 2024

**DR. DANIEL LESLIE S. TAN**  
University OIC-President  
Visayas State University

**Dear Dr. Tan,**

The Grants Development Office (GDO) request an advance allocation of funds in preparation for the training/workshop schedule this years' activities and will cover the topic in making office procedure manual and guideline.

In line with this, we would like to request for a budgetary allocation of **₱190,000.00** to cover the cost of meals, snacks, registration, travels, and lodging. Here is the breakdown for the requested budgetary allocation:


Meals for 200 persons at ₱250.00/person	= ₱	50,000.00
Snacks for 500 persons at ₱80.00/person	= ₱	40,000.00
Accommodation for 50 persons at ₱2000.00/night	= ₱	100,000.00
	<b>₱</b>	<b>190,000.00</b>

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

Sincerely yours,


  
**ALLEN GLENNIE P. LAMBERT**  
OIC Head, GDO

Certified Funds Available:

  
**LOUELA C AMPAC** 1/23/24  
Director, Finance

*Change to centralized training funds (prepare PMP PIs)  
GMA - 2024*

Approved:

  
**DANIEL LESLIE S. TAN**  
University OIC-President



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Page 1 of 1  
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