

January 17, 2023

Dr. Edgardo E. Tulin  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir:


Good day!

In celebration of the College of Art and Sciences (CAS) month last February 13, 2020, the Department of Biotechnology held a Quiz show during Biotechnology week, in which our group was able to participate. A consolation prize was supposed to be given to all the group participants in that activity. Unfortunately, we were not able to claim the consolation prize due to the unexpected suspension of class because of the pandemic.

In relation to that, I am requesting from your good office for the issuance of the consolation prize amounting to 300.00 PHP.

Thank you so much!

Best Regards,

  
**MIZUKI MOSQUITO**  
BS-Biotech 4

Noted:

**QUEEN EVER Y. ATUPAN**  
Head, Cash Office

**LOUELLA C. AMPAC**  
Director of Finance

Approved:

**EDGARDO E. TULIN**  
President