



FM-VSU-03-2024-0903-220359

**ISAYAS**  
ATE UNIVERSITY**INTERNATIONAL AFFAIRS OFFICE**

September 3, 2024

**DR. PROSE IVY G. YEPES**

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

I hope this message finds you well. As we prepare for the upcoming events and activities for the year 2024, the Office of International Affairs anticipates several occasions where tokens or VSU Merchandise will be essential. These items will be given as a gesture of appreciation to our distinguished guests, visiting scholars, and international partners who contribute significantly to the growth and internationalization of our university.

In this regard, we kindly request your approval to allocate a budget for the purchase of VSU Merchandise, such as university-branded tumbler, mugs, pens, and other promotional items that reflect the pride and identity of Visayas State University.

Sample Proposed Budget:

Item	Quantity	Unit Cost	Total Cost
VSU Branded Tumbler	100 pcs	PHP 400.00	PHP 40,000.00
VSU Branded Mugs	200 pcs	PHP 200.00	PHP 40,000.00
VSU Branded Pens (Blue)	200 pcs	PHP 200.00	PHP 40,000.00
VSU Branded Key Chain	100 pcs	PHP 200.00	PHP 20,000.00
VSU Branded Tote Bag	250 pcs	PHP 200.00	PHP 50,000.00
VSU Branded Paper Weight	250 pcs	PHP 150.00	PHP 30,000.00
VSU Branded Cap	100 pcs	PHP 400.00	PHP 40,000.00
VSU Branded Umbrella	200 pcs	PHP 200.00	PHP 40,000.00

**Total Estimated Budget****PHP 300,000.00**

We believe that these tokens will greatly contribute to strengthening our relationships with our partners and enhancing the university's visibility and reputation on both national and international platforms.

We would appreciate your favorable consideration of this request. Should you require any further details or modifications to the proposed budget, please do not hesitate to contact us.

Thank you very much for your support and leadership.

Sincerely,

**HANZEL N. MEJIA**

Head, International Affairs Office

**ALICIA M. FLORES**

Head, Budget Office

Approved:

**PROSE IVY G. YEPES**

VSU President

**INTERNATIONAL AFFAIRS OFFICE**

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