



Wesleyan University-Philippines
Mabini-Extension Cabanatuan City 3100

College of Engineering and Computer Technologies

Date: 12/15/25

Dr. Kennedi Ochoa
Vice President for Finance
Wesleyan University-Philippines Mabini Extension

Request for Budget Allocation for Paskuhan

Dear Hon. Dr. Kennedi Ochoa Vice President for Finance,

Warm greetings.

We respectfully write to your good office to formally request a budget allocation for the conduct of Paskuhan, a Christmas celebration to be held on 12/19/25, at University Chapel, organized by CECT Department.

The Paskuhan is an annual activity that aims to promote unity, gratitude, and camaraderie among students, faculty, and staff as we celebrate the Christmas season. The program will include Concerts and Worship, all of which are designed to foster a positive and inclusive academic community.

In line with this, we are respectfully requesting a budget amounting to ₱ 100,000.00, which will be utilized for necessary expenses such as [e.g., venue preparation, sound system, decorations, tokens, food, prizes, and other incidental expenses]. A detailed budget breakdown is attached herewith for your review and consideration.

We assure your good office that the requested funds will be used responsibly and in accordance with existing financial policies and guidelines of the institution. Any unused funds shall be properly liquidated and returned in compliance with standard accounting procedures.



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We sincerely hope for your favorable consideration of this request, as your support will greatly contribute to the successful conduct of the said event.

Thank you very much for your time and continued support of student and institutional activities.

Respectfully yours,

Leonel Dyer

Dean

Computer Engineering and Computer Technologies

Noted by:

Lewis Bradshaw

Program Head