**March 21, 2025**

**TO: ATTY. AMIHAN APRIL C. MELLA-ALCAZAR, Ph.D.**

Acting University President

**THRU: ATTY. DAR A. DIGA**

Chief Operating Officer

**SUBJECT:** Request for Procurement of Flags with Stands for Internationalization Efforts

Dear Atty. Alcazar,

As part of Urdaneta City University’s continuous commitment to strengthening our internationalization initiatives, we kindly request the procurement of national flags, complete with stands, for the following countries: Japan, South Korea, United States of America, Poland, Thailand, Indonesia, Turkey, Philippines, Brunei, Singapore, Vietnam, Laos, Myanmar, India and Cambodia

These flags will be prominently displayed and utilized in various internationalization activities, including official university events, academic partnerships, and global collaboration programs. Their presence will reinforce UCU’s dedication to fostering international relations and promoting a global perspective within our institution.

We would appreciate your support in facilitating the purchase and provision of these flags at the earliest possible convenience. Should there be any requirements or procedures to accomplish this request, please let us know, and we will be happy to comply accordingly.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely yours,

**SONNY SORIANO, PhD**

Director, External Affairs and Linkages

Recommending Approval:

**ATTY. MICHAEL HENRY C. SEVILLEJA DR. JOSEPHINE LAMBINICIO**

Vice President, Administrative Affairs. Vice President, Academic Affairs

*Cc: COO`s Office*

*President`s Office*

*VP Academic Affairs Office*

*VP Administrative Affairs Office*