![1b50[1]]()**UP B i o l o g y**

Institute of Biology, College of Science

University of the Philippines

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Date: November 15, 2016

Subject: **Request for Funding from Faculty Development Fund**

To: **MICHAEL L. TAN, DVM, Ph.D.**

 Chancellor

 University of the Philippines Diliman

 Quezon City

Dear **CHANCELLOR TAN**,

I would like to apply for funding through the Faculty Development Fund to attend the [**CONFERENCE**] on [**DATE**] at the [**LOCATION**]. I will be giving an oral presentation entitled, [**TITLE**]. I would like to request reimbursement for [**TYPE OF** **EXPENSES**] amounting to **[Php AMOUNT]**. Please see attached documents for your review.

Thank you for your support.

Sincerely,

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| --- | --- |
|  **Name** ***TITLE****Institute of Biology**University of the Philippines Diliman**Quezon City 1101* | Endorsed by:Dr. Ernelea P. Cao*Director* *Professor**Institute of Biology**University of the Philippines Diliman**Quezon City 1101*Dr. Jose Maria P. Balmaceda*Dean* *College of Science**University of the Philippines Diliman**Quezon City 1101* |