



2 March 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Through: **DR. DANIEL LESLIE S. TAN**
Vice President for Administration and Finance

Dear Dr. Tulin:

I would like to request permission to make a Petty Cash Advance for our urgently needed supplies for the Department of Meteorology in the amount of Five Thousand Pesos only (P5,000.00) charged to the Department of Meteorology Fund, College of Engineering and Technology.

Thank you so much.

Respectfully yours,

LORNA B. ABAMO

Admin Aide VI
Department of Meteorology

Noted:

DANIEL C. LOR

Head, Department of Meteorology

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN

President