



November 14, 2022

DR. EDGARDO E. TULIN
University President
Visayas State University
VSU, Baybay City, Leyte

Dear Dr. Tulin;

I would like to request a petty cash in the amount of **FIVE THOUSAND PESOS ONLY (5,000.00)** to purchase supplies/materials needed for laboratory use. I would like to request further that this petty cash be charged to **ISS 49 scuba diving**.

Thank you very much for your support.

Very truly yours,

ELIZA D. ESPINOSA
Assoc. Professor III/Director

Noted by:

DENNIS P. PEQUE
Dean, CFES

Approved by:

EDGARDO E. TULIN
University President