





INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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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



VSU's Vision:

A globally competitive university for science, technology, and environmental

conservation.

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.