



February 2, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City

Dear Dr. Tulin:

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFARMI.A.III.C. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

DHENBER C. LUSANTA
OIC, Eco-FARMI

Approved:

EDGARDO E. TULIN
President