



GIS SERVICES UNIT

ViSCA, Baybay City, Leyte 6521-A Philippines Phone/Fax #+63 53 563-8264 Email Address: gis.lab@vsu.edu.ph Website: www.gis.vsu.edu.ph

February 22, 2023

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 GISSU.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,

CELESTIAL A. MANIGO HEAD, GISSU

Approved:

EDGARDO E. TULIN President

