



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