



**VISAYAS**  
STATE UNIVERSITY

**DEPARTMENT OF  
AGRONOMY**

February 7, 2024

**Dr. Daniel S. Tan**  
OIC, President  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Petty Cash Advance**

Sir:

I would like to request petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (PhP 5,000.00) for the immediate purchase of supplies and materials needed in our department.

Thank you for your kind consideration of this request.

Very truly yours,

  
**ED ALLAN L. ALCOBER**  
Faculty

Noted:

  
**DIONESIO M. BAÑOC**  
Head, Department of Agronomy

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**DANIEL LESLIE S. TAN**  
OIC, University President



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**FM-VSU-03**  
V2 05-09-2023  
No. DA-C-24- 25