



January 20, 2022

Dr. Edgardo E. Tulin
President
VSU, Baybay City, Leyte

Dear Dr. Tulin:

I would like to make a petty cash advance in the amount of FIVE THOUSAND PESOS for the use in the project to purchased ingredient and materials needed in the project. This will be charged to Trust 20201050.10.114.

Thank you.

Very truly yours,

INISH CHRISTOPHER P. MESIAS
Study Leader

Recommending Approval:

LISA LARCE
Asst. Director

Approved:

EDGARDO E. TULIN
President