



February 18, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

THRU : **DR. DANIEL LESLIE S. TAN**  
VP for Admin and Finance

Dear Dr. Tulin:

The undersigned would like to request for 2022 PETTY CASH FUND amounting to FIVE THOUSAND PESOS only (P5,000.00), to be used for various emergency purchases of supplies and other materials needed for Power Plant Unit.

Hoping for your affirmation on our request.

Very truly yours,

  
**CLAUDIO R. ABABAT JR.**  
Admin. Assistant III,

Noted:

  
**MARLON G. BURLAS**  
Head/PPES

Recommending Approval:

**DALNIEL LESLIE S. TAN**  
Vice President for Adm. & Finance

Approved:

**EDGARDO E. TULIN**  
University President