



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 565-0600 local 1040 Website: www.vsu.edu.ph

April 22, 2022

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 VERMICULTURE Project. 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,

REYNANTE G. MACAPANAS

Staff, Eco-FARMI

Recommending Approval:

OIC, Eco-FARMI

Approved:

DR. EDGARDO E. TULIN President



Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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