



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-FARM

Recommending Approval:


DHENBER C. LUSANTA
OIC, Eco-FARM

Approved:

DR. EDGARDO E. TULIN
President