

OFFICE OF THE DIRECTOR FOR INSTRUCTION AND EVALUATION

3rd flr Administration Bldg., Visca, Baybay City, Leyte Visca, Baybay City, Leyte, PHILIPPINES PHILIPPINES

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

January 27, 2022

Dr. EDGARDO E. TULIN

President Visayas State University Visca, Baybay, Leyte

Thru: Dr. DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Dear Dr. Tulin,

request from your good office would like to Dr. NANCY D. ABUNDA to make petty cash in the amount of Five Thousand pesos (P 5.000.00). The said amount will serve as Petty Cash Fund at the Office of the Director for Instruction and Evaluation for emergency purchase of supplies and other petty expenses as per attached purchase request.

Thank you for your approval of this request.

Very truly yours,

MA. RACHELIKIM L. AURE Director, Instruction & Evaluation

Recommending Approval:

DANIEL LESLIE S. TAN

Vice-President for Administration and Finance

Approved:

EDGARDO E. TULIN President



Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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