



January 19, 2021

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Sir:

I would like to request for a petty cash advance of P 5, 000.00 for emergency purchase of supplies and materials for emergency use of the office.

May this request merit your favorable consideration and approval.

Thank you.

FATIMA T. BALIÑA

DAEEEx Faculty

Noted by:

HENRY Y. GOLTIANO

DAEEEx Head

Recommending Approval:

VICTOR B. ASIO

CAFS Dean

APPROVED:

EDGARDO E. TULIN

President