



DEPT. OF AGRICULTURAL EDUCATION AND EXTENSION

COLLEGE OF AGICULTURE AND FOOD SCIENCE Visca, Baybay City, Leyte, PHILIPPINES VOIP Phone: 1016

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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 DAEEx Faculty

Noted by:

HENRY Y. GOLTIANO

DAEEx Head

Recommending Approval:

VICTOR B. ASIO

CAFS Dean

APPROVED:

EDGARDO E. TULIN

President



Vision: Mission: