



January 19, 2021

Dr. Edgardo E. Tulin
President,
Visayas State University
Baybay City, Leyte


Thru: **Dr. Remberto A. Patindol**
VP for Administration and Finance

Dear Sir:


I would like to request for Petty Cash fund in the amount of Five thousand pesos (P5,000.00) charged to Dept. of Biotechnology Allocation for General Fund for emergency purchases of office and laboratory supplies.

Thank you.

Very respectfully yours,


LOURB FRANZ M. GABUNADA
OIC Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

REMBERTO A. PATINDOL
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
VSU President