



DEPARTMENT OF METEOROLOGY

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1 March 2023

EDGARDO E. TULIN, Ph. D.

President Visayas State University Visca, Baybay City, Leyte

Through: **DANIEL LESLIE S. TAN, Ph.D.**

Vice President for Administration and Finance

Dear Dr. Tulin:

I would like to request permission to make a Petty Cash Advance for our urgently needed supplies for the extension project: **Weather and Atmospheric Information Services (Project WAIS)** in the amount of Five Thousand Pesos only (P5,000.00) charged to **extension STF**.

Thank you so much.

Very truly yours,

CHARLINDO S. TORRION

Project Leader, Project WAIS Department of Meteorology

Noted:

ANTONIO P. ABAMO, Ph.D.

Director for Extension

Recommending Approval:

DANIEL LESLIE S. TAN. Ph.D.

Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN, Ph.D.

President



Vision: Mission: