



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