



18 February 2022

Dr. EDGARDO E. TULIN
President
Visca, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**
VP for Administration and Finance

Dear Sir:

Greetings!

The undersigned would like to request your kind approval to grant this office a PETTY CASH FUND in the amount of FIVE THOUSAND PESOS (P 5,000.00) only needed for emergency purchase of office supplies, communication thru courier and etc., for CY 2022.

We hope for your favorable action on this request. Thank you.

Very truly yours,

MANOLO B. LORETO, JR.
Dean of Student

Noted:

ALELI A. VILLOCINO
Vice President for Students Affairs and Services

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN
President

