



23 June 2022

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 in the amount of three thousand eight hundred fifty (**P3,850. 00**) only for the coming Webinar on June 29, 2022 in celebration of the Typhoon and Flood Awareness Week with a theme: "Weather Awareness through Space Satellite and Media Communication". Attached is our approved budget for the said activity.

Thank you so much.

Respectfully yours,


LORNA B. ABAMO

Admin Aide VI

Department of Meteorology

Noted:


CHARLIE S. ANDAN

Head, Department of Meteorology

Recommending Approval:


DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Approved:


EDGARDO E. TULIN

President *alc 6/28/22*



13 June 2021

Dr. Edgardo E. Tulin
President
Visayas State University

Dear **Dr. Tulin**:

In connection to our proposed event, below is the **Proposed Budget Estimate** for your perusal.

Item(s)	Quantity	Price	Total
1) Snacks	10 – DMet 5 – VSU Web Team 2 – CET ** – Others	PHP 50 per person	PHP 850.00
2) Token (VSU Products) - Abaca Bag - Cassava Cookies - Cassava Chips - others	2 Speakers	PHP 1000 per person	PHP 2,000.00
3) LBC (Token)	2 Speakers	PHP 500 per person	PHP 1,000.00
TOTAL			PHP 3,850.00

**** No snacks included**

We are looking forward to your positive response to our proposal.

Thank you.

Very truly yours,

CHARLIE S. ANDAN
Head, DMet

Noted:

LOUELLA C. AMPAC
Director, Financial Management

Endorsed by:

JANNET C. BENCURE
Dean, CET

