



January 18, 2022

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

**Dear Dr. Tulin:**

Greetings!

I would like to request approval from your office that I be allowed to cash advance in the amount of FIVE THOUSAND PESOS (Php 5,000.00) for the petty cash fund in the department for the immediate purchase of supplies and materials needed in the laboratory and in the office. This will be charged to the department's laboratory share.

Thank you very much and hoping for your favorable approval to this request.

Very truly yours,

  
**LEILANI M. VALDEVIESO**  
Admin. Aide I

Noted:

  
**LORINA A. GALVEZ**  
Head, DFST

Approved:

**EDGARDO E. TULIN**  
President