



January 27, 2022

Dr. Edgardo E. Tulin
President
VSU, Baybay City, Leyte

Dear Sir:

Please allow us to Cash Advance Petty Cash Fund in the amount of **FIVE THOUSAND PESOS (5,000)** for the purchase of additional supplies and materials for the project chargeable to **GAA VSU IP 2021-10**

Hoping for your positive response. Thank you very much.

Respectfully yours,


HONEYLENE V. ONGY
Study Leader

Noted:

DENNIS P. PEQUE
Project Leader / Dean - CFES

Recommended Approval:

DANIEL LESLIE S. TAN
Vice-President for Admin. & Finance

Approved:

EDGARDO E. TULIN
VSU President