



## COLLEGE OF FORESTRY AND **ENVIRONMENTAL SCIENCE**

Visayas State University Visca, Baybay City, Leyte Trunkline Number: 565 0600 local 1109 Website: www.vsu.edu.ph

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



Vision: Mission: