



March 15, 2022

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

Dear Dr. Tulin:

The undersigned would like to request for a petty cash of Five Thousand Pesos only for the emergency cash transactions of the Department of Business and Management.

Thank you.

Very truly yours,


ANGELITA L. PARADERO
Head, DBM

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
President

E:iso.filled.letters.commu.reqletter.pettycash