

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION & INNOVATION

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 563 0542 Email: ovpre@vsu.edu.ph Website: www.vsu.edu.ph

January 18, 2022

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

Dear Dr. Tulin:

I would like to request permission to avail petty cash advance in the amount of **FIVE THOUSAND PESOS (P5,000.00)** only to purchase various supplies and materials needed for OVPREI office.

Thank you.

Very truly yours,

NONY P. PIAD JR

AA'III

Recommending Approval:

MARIA JULIET C. CENIZA

Vice Pres. for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN

President



Vision: Mission: