



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 B. PIAD JR.**  
AA III

Recommending Approval:

  
**MARIA JULIET C. CENIZA**  
Vice Pres. for Research, Extension & Innovation

APPROVED:

**EDGARDO E. TULIN**  
President