



**VISAYAS**  
STATE UNIVERSITY

## ECOLOGICAL FARM RESOURCES AND MANAGEMENT INSTITUTE

February 5, 2024

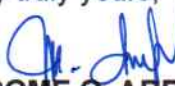
**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFARMI.A.III.C. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

  
**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Approved:

**DANIEL LESLIE S. TAN**  
OIC President

**ECOLOGICAL FARM RESOURCES AND  
MANAGEMENT INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte  
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V2 05-09-2023  
No. **24-007**



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February 5, 2024


**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to TP.UF.009. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

  
**VANESSA MAY B. MILAN**  
Admin.Aide IV, Eco-FARMI

Approved:

**DANIEL LESLIE S. TAN**  
OIC President

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MANAGEMENT INSTITUTE**

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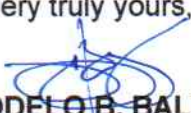
**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to Seed bank C Project. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

  
**ODELO B. BALDOS**  
AG.TECH II, Eco-FARMI

Approved:

**DANIEL LESLIE S. TAN**  
OIC President

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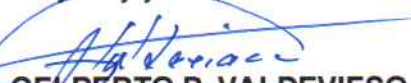
**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University  
Baybay City, Leyte

Dear **Dr. Tan**,

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFS.0721-0722.01 (Rabbit Project). The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

  
**GELBERTO P. VALDEVIESO**  
Admin Aide, Eco-FARMI

Approved:

**DANIEL LESLIE S. TAN**  
OIC President

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