



06 July 2022

Dr. EDGARDO E. TULIN
President
Visca, Baybay City, Leyte

Thru: **Dr. DANIEL LESLIE TAN**
VP for Administration and Finance

Dear Sir:

Pursuant to OVPAF Memorandum No. 20 dated 8 August 2008, s. 2008, the undersigned would like to request your approval for the office to have PETTY CASH FUND in the amount of FIVE THOUSAND PESOS (5,000.00) needed for emergency of supplies for office use.

We hope for your favorable action on this request. Thank you.

Very truly yours,

JOY A. BELLEN
Director, NSTP Office

Noted:

ALELI A. VILLOCINO
Vice President for Students Affairs and Services

Recommending Approval:

DANIEL LESLIE TAN
Vice President for Administration & Finance

Approved:

EDGARDO E. TULIN
President