



VISAYAS
STATE UNIVERSITY



**DEPT. OF AGRICULTURAL
EDUCATION AND EXTENSION**

Visca, Baybay City, Leyte, PHILIPPINES

VOIP Phone: 1016

Email: daeex@vsu.edu.ph

Website: www.vsu.edu.ph

February 3, 2022

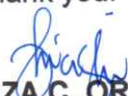
Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Sir:

I would like to request for a petty cash advance of P 5, 000.00 for emergency purchase of supplies and materials use in the office.

May this request merit your favorable consideration and approval.

Thank you.


AIZA C. ORACION
DAEEEx Faculty

Noted by:


KAREN LUZ P. YAP
DAEEEx Head

Recommending Approval:

VICTOR B. ASIO
CAFS Dean

APPROVED:

EDGARDO E. TULIN
President



Management
System
ISO 9001:2015

www.tuv.com
ID: 0100050749

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

REQUEST AND STATUS
WESTERN STATE UNIVERSITY
 West Baybay City, Leyte

No.: MOOE
 Date: February 3, 2022
 Fund: GF 301000000

From: **MR. C. DRACON**
 To: **DAE**
 Subject: **VSU**

Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DAEEx To Petty Cash Advance	301000000		5,000.00
Total			5,000.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name

Position

Date

KAREN LUZ P. YAP

Head, DAEEx

3-Feb-22

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

AOIII

Head, Budget Unit/Authorized Representative

STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		MOOE	5000		5000	
		Totals	5000		5000	