



15 February 2023

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte

Through:

**DR. DANIEL LESLIE S. TAN**

Vice President for Administration and Finance

Dear Dr. Tulin:

I would like to request permission to make a Petty Cash Advance for our urgently needed supplies for the Department of Meteorology in the amount of Five Thousand Pesos only (P5,000.00) charged to the Department of Meteorology Fund, College of Engineering and Technology.

Thank you so much.

Respectfully yours,

**LORNA B. ABAMO**

Admin Aide VI  
Department of Meteorology

Noted:

**CHARLIE S. ANDAN**

Head, Department of Meteorology

Recommending Approval:

**DANIEL LESLIE S. TAN**

Vice President for Administration and Finance

Approved:

**EDGARDO E. TULIN**

President