



March 10, 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 the purchase of project supplies and materials for the "Green-the-Home" Project (SP.CE.20a - EXT) of the Department of Agricultural Education and Extension.

May this request merit your favorable consideration and approval.

Thank you.


KAREN LUZ P. YAP
GTH Project Leader

Recommending Approval:

MILAGROS C. BALES
DAEEx Head

APPROVED:

EDGARDO E. TULIN
President