



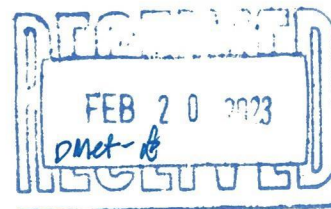
15 February 2023

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