





## DEF-RTMENT OF METEOROLOGY

1/F Annex Engineering Building Visca Baybay City, Leyte, PHILIPPINES Phone: +63 53 565 0600 local 1106 Email: meteorology@vsu.edu.ph

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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.

Head, Department of Meteorology

Recommending Approval:

DANIEL LESLIE S. TAN

Vice President for Administration and Finance

Approved:

President



Vision: Mission: