



23 June 2022

EDGARDO E. TULIN, Ph.D.

President
Visayas State University
Visca, Baybay City, Leyte

Through: **DANIEL LESLIE S. TAN, Ph.D.**
Vice President for Administration and Finance

Dear Dr. Tulin:

I would like to request permission to make a Petty Cash Advance in the amount of three thousand eight hundred fifty (**P3,850. 00**) only for the coming Webinar on June 29, 2022 in celebration of the Typhoon and Flood Awareness Week with a theme: "Weather Awareness through Space Satellite and Media Communication". Attached is our approved budget for the said activity.

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