



31 January 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Baybay City, Leyte

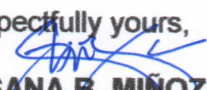
THRU: **DR. DANIEL LESLIE S. TAN**  
Vice President for Administration and Finance  
Visayas State University

Dear **Dr. Tulin**:

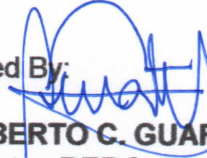
I would like to request permission to make a cash advance in the amount of **Five Thousand Pesos Only (P 5,000.00)** to be used as petty cash for the implementation of activities of the Renewable Energy Research Center (RERC) charged to NCERC-OC budget allocation for 2022.

Thank you and God Bless.

Respectfully yours,

  
**SUSANA B. MIÑOZA**  
Admin. Aide IV, RERC

Noted By:

  
**ROBERTO C. GUARTE**  
Director, RERC

Recommending Approval:

**DANIEL LESLIE S. TAN**  
VP for Administration and Finance

Approved:

**EDGARDO E. TULIN**  
President