



January 19, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

I would like to request that, **Ms. SALOMA B. GISULGA**, of the Institute for Strategic Research and Development Studies be allowed to make a cash advance in the amount of Five Thousand Pesos (P5,000.00) chargeable to ISR overhead for the purchase of supplies and materials needed for trainings and office use.

Hoping for your favorable action on this request.

Thank you.

Very truly yours,

LILIAN B. NUÑEZ
Director, ISRDS

APPROVED:

EDGARDO E. TULIN
President