

May 5, 2023

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

Dear Sir:


Good Day!

Last 27th day of February 2020, the Department of Biotechnology held a Poster Making Contest for the activity of Biotechnology week celebration of the College of Arts and Sciences month. We joined the said activity and was awarded with consolation prize. We received a Certificate of Participation and supposedly a cash prize. Unfortunately, the pandemic happened and we were not able to claim the prize.

I am humbly requesting from your good office for a reissuance of the cheque with the amount of 300.00.

Thank you so much, Sir. God Bless and keep safe!

Best Regards,


LYZA MAE L. OBEDA
BS Biotech II

Noted:

QUEEN-EVER Y. ATUPAN
Head, Cash Office

LOUELLA C. AMPAC
Director of Finance

Approved:

EDGARDO E. TULIN
VSU President