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May 17, 2022

Dr. Edgardo E. Tulin
President
VSU, Baybay, Leyte

Dear Dr. Tulin:

Please allow us to petty cash in the amount of Five Thousand Pesos (P5,000.00) charge to TP.AB 007. The said amount will be used to purchase materials/supplies needed in the project.

Hoping for your kind consideration of this request.

Thank you.

Very truly yours,

MARY CRIS F. PLEÑOS
Component Leader

Noted:

ROBELYN T. PIAMONTE
Director, NARC

APPROVED:

EDGARDO E. TULIN
President