



January 24, 2023

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

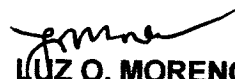
**Dear Dr. Tulin:**

Please allow us to petty cash in the amount of Five Thousand Pesos (P5,000.00) charge to RJNA 87.018 S1. The said amount will be used to purchase materials/supplies needed in the laboratory.

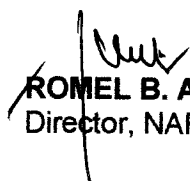
Hoping for your kind consideration of this request.

Thank you.

Very truly yours,

  
**LUZ O. MORENO**  
Project Leader

Noted:

  
**ROMEL B. ARMECINA**  
Director, NARC

APPROVED:

**EDGARDO E. TULIN**  
President