



18 January 2022

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

Dear Sir:

I would like to request that Ms. Melissa F. Mendoza, our designated Special Disbursing Officer be allowed to cash advance the amount of Five Thousand Pesos only (P5,000.00) as her Petty Cash Fund for VSU Fund 164-STF. This fund is intended to pay those transactions of the university amounting to Five Hundred Pesos only (P500.00) and below.

Hope this merits your kind approval.

Thank you very much.

Very truly yours,


QUEEN DYER Y. ATUPAN
Head, Cash Office

RECOMMENDING APPROVAL:

RYSAN C. GUINOCOR
OIC, Director for Administration

APPROVED:

EDGARDO E. TULIN
President



Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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