



January 20, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City

Dear Dr. Tulin:

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to FARMI Seedbank C 2021. The amount will be used as petty cash to purchase project's supplies/materials.

Thank you for your positive response to this request.

Very truly yours,


GELBERTO P. VALDEVIESO
Staff, Eco-FARMI

Recommending Approval:


DHENBER C. LUSANTA
OIC, Eco-FARMI

Approved:

EDGARDO E. TULIN
President