



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040

Website: www.vsu.edu.ph

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,

SELBERTO P. VALDEVIESO

Staff, Eco-FARMI

Recommending Approval:

OIC, Eco-FARMI

Approved:

EDGARDO E. TULIN President

