



## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565 0600; local: 1040 Website: <u>www.vsu.edu.ph</u>

March 14, 2023

**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 EFARMI.A.III.C. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

ODELO B. BALDOS Agricultural Technician II

Approved:

EDGARDO E. TULIN President