



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
ECONOMICS

January 8, 2024

Mr. Nick Freddy R. Bello

Chief Accountant
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

This is in relation to my travel to Vietnam, Laos and Cambodia last September 3-13, 2023 together with some VSU faculty and staff. Actually, I have already prepared the liquidation for the said travel but was return with notation that it should be same with the others. In this regard, I would like request a xerox copy of the liquidation report and itinerary of Dr. Aleli A. Villocino or Dr. Catherine C. Arradaza to close my travel cash advance.

Thank you very much and hoping for your favorable action on this request.

Very truly yours,


ZYRA MAY H. CENTINO
Faculty & Head, DoE