



OFFICE OF THE DEAN OF GRADUATE SCHOOL

Visca, Baybay City, Leyte, 6521-A PHILIPPINES Telephone no.:+63 53 565 0600 Local 1062 Email: gs@vsu.edu.ph Website: www.vsu.edu.ph

January 07, 2022

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

Dear Dr. Tulin:

I would like to make a petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (P 5,000.00) for emergency purchases of supplies and materials of the Graduate School.

Thank you for your positive response to this request.

Very truly yours,

MARK JOSHUA S. QUEVEDO EPS II

Recommending Approval:

ANABELLA B. TULÍN Dean, ODGS

Approved:

EDGARDO E. TULIN President