



January 07, 2022

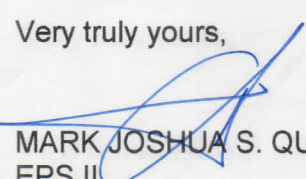
DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City

Dear Dr. Tulin:

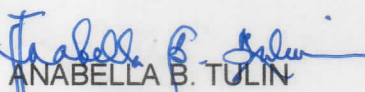
I would like to make a petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (P 5,000.00) for emergency purchases of supplies and materials of the Graduate School.

Thank you for your positive response to this request.

Very truly yours,


MARK JOSHUA S. QUEVEDO
EPS II

Recommending Approval:


ANABELLA B. TULIN
Dean, ODGS

Approved:

EDGARDO E. TULIN
President