



May 02, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**:

Please allow us to Cash Advance Petty Cash Fund in the amount of **FIVE THOUSAND PESOS (5,000)** for the purchase of additional supplies and materials for the project chargeable to **101TF20201050-10.6.22**.

Hoping for your positive response. Thank you very much.

Respectfully yours,

**RIS MENOEL R. MODINA**  
Study Leader

Noted:

**ANALYN M. MAZO**  
Project Leader

Recommended Approval:

**DANIEL LESLIE S. TAN**  
Vice-President for Admin. & Finance

Approved:

**EDGARDO E. TULIN**  
VSU President