



December 01, 2021

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

Dear Dr. Tulin:

The undersigned would like to request for a petty cash of Three Thousand Pesos (Php 3,000.00) only for Van Rental for official travel to Ormoc, Kananga and Southern Leyte to visit Industry Immersion partner firms of the Department of Business and Management.

Thank you.

Very truly yours,


ANGELITA L. PARADERO
Head, DBM

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Approved:

EDGARDO E. TULIN
President

E:iso.filled.letters.commu.reqletter.pettycash