

**DEPARTMENT OF BIOLOGICAL SCIENCES** 

Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: +63 53 563-7536; local 1019 Email: dbs@vsu.edu.ph Website: www.vsu.edu.ph

January 26, 2022

Dr. Edgardo E. Tulin President Visca, Baybay City, Leyte

Sir:

Please allow us to cash advance through petty cash fund charge to 101 Trust (2020-1050-25) in the amount of FIVE THOUSAND PESOS (5,000.00) for emergency purchase of supplies/materials.

Thank you.

Very truly yours,

RIS MENOE R. MODINA
DBS, Faculty

Noted:

ANALYN M. MAZO Head, DBS

Recommending Approval:

**DANIEL LESLIE TAN**Vice President for Admin, & Finance

Approved:

EDGARDO E. TULIN
President



Vision: Mission: