



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 MENOEL 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