



January 10, 2021

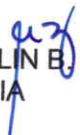
DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:


I would like to request permission to petty cash advance in the amount of FIVE THOUSAND PESOS ONLY (P5,000.00) to purchase various supplies/materials needed for our office.

Thank you.

Very truly yours,


ARLIN B. FLANDEZ
OHIA

Recommending Approval:

 1/10/2022
MARIA TERESA A. CRUZ
Internal Auditor IV

Approved:

EDGARDO E. TULIN
President

