



**VISAYAS**  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

August 12, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University  
Baybay City, Leyte

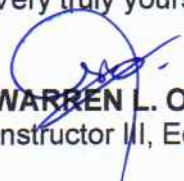
Dear **Dr. Yepes**,

Greetings!

This is to respectfully request a cash advance in the amount of five thousand pesos only (Php 5,000.00) charged to TP.UF.009. The amount will be used as petty cash to purchase office supplies and materials.

Thank you for your positive response to this request.

Very truly yours,

  
**WARREN L. OBEDA**  
Instructor III, Eco-FARM I

Recommending Approval:

**SANTIAGO T. PEÑA JR.**  
Vice President for Research, Extension, and Innovation

Approved:

**PROSE IVY G. YEPES**  
President



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte  
Email: [ecofarmi@vsu.edu.ph](mailto:ecofarmi@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1040



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