



ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 565-0600 local 1040 Website: www.vsu.edu.ph

February 2, 2022

DR. EDGARDO E. TULIN

President Visayas State University Visca, Baybay City

Dear Dr. Tulin:

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to EFS.0721-0722.01. The amount will be used as petty cash to purchase project's supplies/materials.

Thank you for your positive response to this request.

Very truly yours,

JEROME O. ARRIBADO

Project Leader

Recommending Approval:

OIC, Eco-FARMI

Approved:

EDGARDO E. TULIN President



Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.