



**VISAYAS**  
STATE UNIVERSITY



**RESERVE OFFICERS'  
TRAINING CORPS UNIT**

11 April 2024

**DR. PROSE IVY G. YEPES**

President

Visayas State University

ViSCA, Baybay, Leyte

Through:

**DR. EDGARDO E. TULIN**

Vice President for Administration and Finance

Dear **Dr. Tulin**:

The undersigned would like to request a Petty Cash Advance for the urgently needed Admin/Logistical Support and instructional activities of the Department of Military Science and Tactics- Reserve Officer Training Corps Unit in the amount of Five Thousand Pesos only (P 5, 000.00) chargeable against POE 1<sup>st</sup> Semester 2023-ROTC Thrust Fund- School Contingency Fund for unprogrammed activities of the ROTCU.

Hoping for your utmost consideration on this request. Thank you.

Respectfully yours,

**MANUEL C. BARTOLINI**

Admin, Aide III

Noted:

**REX M PAYOT**

Commandant, DMST- ROTCU

Recommending Approval:

**EDGARDO E. TULIN**

Vice President for Administration and Finance

Approved:

**PROSE IVY G. YEPES**

President

**MILITARY SCIENCE AND TACTICS UNIT**  
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ID 9108858749



Page 1 of 1  
**FM-VSU-03**  
V2 05-09-2023

No. 2024-29