



15 January 2021

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

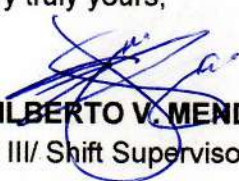
Sir:

I would like to request for a petty cash advance of P 5,000.00 for emergency purchase of supplies and materials for emergency use of the office.

May this request merit your favourable consideration and approval.

Thank you.

Very truly yours,


EDILBERTO V. MENDOZA
SG III/ Shift Supervisor

Noted by:


JULIUS V. ABELA
Head, OUDRRM, VSU

Approved:

EDGARDO E. TULIN
President