

OFFICE OF THE UNIVERSITY DISASTER & RISK-REDUCTION MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 565-0600 local 1112 Email: security.vsu.edu.ph Website: www.vsu.edu.ph

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



Vision: Mission: