



21 January 2022

**Dr. Edgardo E. Tulin**

President

Visayas State University

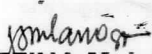
Visca, Baybay City, Leyte

Dear Sir:

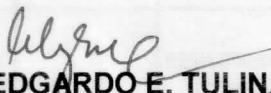
May I request that the VSU Pavilion be allowed to cash advance for Imprest Fund in the amount of **TWO HUNDRED FIFTY THOUSAND PESOS ONLY (P250,000.00)** for the daily and smooth operation of the cafeteria and food catering services.

I hope this request will merit your kind approval.

Respectfully yours,

  
**JOSEFINA M. LARROSA**  
Manager, VSU Pavilion Project

APPROVED:

  
**EDGARDO E. TULIN**  
President