



January 8, 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 FARMI Seedbank C 2021. 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,

  
**ODELO B. BALDOS**  
Agricultural Technician II,  
Eco-FARMI

Recommending Approval:

  
**DHENBER C. LUSANTA**  
OIC, Eco-FARMI

Approved:

**EDGARDO E. TULIN**  
President