



February 16, 2022

Dr. Edgardo E. Tulin
President
VSU, Baybay, Leyte

Dear Dr. Tulin:

Please allow us to petty cash in the amount of Five Thousand Pesos (P5,000.00) charge to RJNA 91.015 S2. The said amount will be used to purchase materials/supplies needed in the laboratory.

Hoping for your kind consideration of this request.

Thank you.

Very truly yours,


ROBELYN T. PIAMONTE
Director, NARC

APPROVED:

EDGARDO E. TULIN
President