



January 27, 2022

Dr. Edgardo E. Tulin
President
Visca, Baybay City, Leyte

Sir:

Please allow us to cash advance through petty cash fund charge to DBS (GF. A. III.b.1) in the amount of FIVE THOUSAND PESOS (5,000.00) for emergency purchase of supplies/materials.

Thank you.

Very truly yours,

ROSALINA D. POLIQUIT
DBS, Faculty

Noted:

ANALYN M. MAZO
Head, DBS

Recommending Approval:

DANIEL LESLIE TAN
Vice President for Admin. & Finance

Approved:

EDGARDO E. TULIN
President