



January 27, 2022

Dr. **EDGARDO E. TULIN**
President, VSU
VISCA, Baybay City, Leyte

Thru: Dr. **REMBERTO A. PATINDOL**
VP for Admin. & Finance

Sir:

The Motor Pool Services Unit, Physical Plant Office would like to request to Cash Advance of Five Thousand Pesos (5,000.00) use for the purchase of Spare parts that are available on C.O.D basis.

Hoping for your kind approval.

Very truly yours,


AMIEL R. ARMADA

In-charge, Repair & Maintenance MPS

Recommending Approval:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President, VSU