



OFFICE OF THE DIRECTOR FOR PHYSICAL PLANT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 1041(LOCAL) Email: www.ppo.@vsu.edu.ph Website: www.vsu.edu.ph

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

