



On 5/31/21
4/21

June 23, 2021

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

Dear Dr. Tulin:

I would like to request permission to use the remaining administrative cost of the following project, for the purchase and installation of a glass door amounting to ₱12,000.00, in our administrative office.

Project Code	Remaining amount
20201050-24	7,000.00
20201050-20.40 & 20201050-1.36.1	2,600.00
20201050-10.6.21	2,400.00

Hoping for your approval to this request. Thank you very much.

Sincerely,

LORINA A. GALVEZ
Department Head

Verified:

ERLINDA S. ESGUERRA
Head, Accounting Office

Approved:

EDGARDO E. TULIN
President