



**February 16, 2022**

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

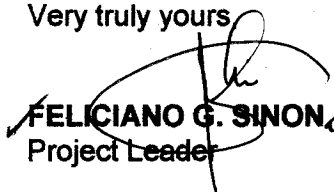
**Dear Dr. Tulin:**

Please allow us to petty cash in the amount of Five Thousand Pesos (P5,000.00) charge to RSNA 14-1416-03. The said amount will be used to purchase materials needed in the fabrication of abaca processing machine for the whole year.

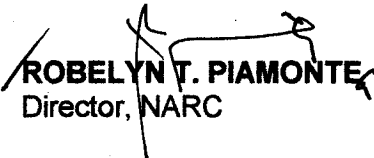
Hoping for your kind consideration of this request.

Thank you.

Very truly yours

  
**FELICIANO G. SINON**  
Project Leader

NOTED:

  
**ROBELYN T. PIAMONTE**  
Director, NARC

APPROVED:

**EDGARDO E. TULIN**  
President