



VISAYAS
STATE UNIVERSITY

**GEOGRAPHIC
INFORMATION
SYSTEM LABORATORY**

March 21, 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City

Dear Dr. Yepes,

This is to respectfully request for a cash advance in the amount of Five Thousand Pesos Only (Php 5,000.00) charged to GISSU.A.III.C. The amount will be used as petty cash to purchase office supplies/materials.

Thank you for your positive response to this request.

Very truly yours,


CELESTIAL A. MANIGO
HEAD, GISL

Approved:

PROSE IVY G. YEPES
President

**GEOGRAPHIC INFORMATION SYSTEM
LABORATORY**

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Management
System
ISO 9001:2015
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