


VSU Form No. 1 (Travel Request)

VISAYAS STATE UNIVERSITY
Baybay, Leyte

Jan. 11, 2022

Name Lucio Pole Jr.


Signature

Designation Foreman

Destination Cebu City

Date of Travel Jan. 11-12, 2022

Purpose: To inspect/check the damage at
VSU Cebu Office due to Typhoon
Odette.

Estimated Expenses _____


Source of Fund _____

Transportation:

/ / University Vehicle
/ / Public Conveyance

MARIO LILIO P. VALENZONA
(Signature of Immediate Supervisor)

RECOMMENDING APPROVAL:


MARIO LILIO P. VALENZONA
(Department Head/Chairman)

APPROVED:


EDGARDO E. TULIN
President

VSU Form No. 1 (Travel Request)

VISAYAS STATE UNIVERSITY
Baybay, Leyte

Jan. 11, 2022

Name MLP Valenzona


Signature

Designation Director, PPO

Destination Cebu City

Date of Travel Jan. 11-12, 2022

Purpose: To inspect/check the damage at
VSU Cebu Office due to Typhoon
Odette.

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/ / University Vehicle
/ / Public Conveyance

DANIEL LESLIE S. TAN
(Signature of Immediate Supervisor)

RECOMMENDING APPROVAL:

DANIEL LESLIE S. TAN
(Department Head/Chairman)

APPROVED:

EDGARDO E. TULIN
President