



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: June 7, 2022

Name : Peter Ben Laurice H. Urdaneta
 Designation : Admin Aide III Signature
 Destination : Ormoc City
 Date of Travel : June 14, 2022

Purpose : To submit Pag-ibig remittance, to pick-up
 Philhealth remittance and to deliver checks to
 diff. Ormoc Suppliers.

Estimated Expenses

Source of Funds

Transportation:

- () College Vehicle
 () Public Conveyance

QUEEN-EVER Y. ATUPAN

Sup. Admin Officer

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor

Director for Administrative Services

In-charge of funds (If other than the
 Dept/Office Head)

Dir. Of Instruction/Res. & Ext.

APPROVED:

Edgardo E. Tulin

President

c o Records Division

Accounting Office

Requisitioner