



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Date: Oct. 17, 2024

GWEN ANN VARRON

(Name)

(Signature)

Designation: BSEcon 2 Student

Destination: UP Tacloban City

Date of travel: Oct. 26-27, 2024

Purpose: 1. Attend the Eastern Visayas Regional
Economic Convention 2024.

Estimated Expenses (P): _____

Source of Funds: Student Welfare Fund

Transportation:

- ☒ College Vehicle
☒ Public Conveyance

NOTED/VERIFIED:

ZYRA MAY H. CENTINO

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

LILIAN B. NUÑEZ

College Dean

In-Charge of Funds
(If other than Head/Office Head)

ALELI A. VILLOCINO

VP for Student Affairs and Services

APPROVED:

PROSE IVY G. YEPES

University President