



# VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: Dec. 13, 2021

Name : Peter Ben Laurice H. Urdaneta  
Designation : Admin. Aide III  
Destination : Ormoc City  
Date of Travel : December 14, 2021

Signature

Purpose : To submit Philhealth remittance, Innove/Globe  
and other 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  
OIC Director, ODAS

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