



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL ORDER

Date: Oct. 12, 2023

Name : MARLON V. DAMPIOS

Signature : _____

Designation : Admin Aide/dDRC

Destination : PIT Campus

Date of Travel: Oct. 16, 2023

Purpose : To get the folding bed at the Palompon Institute of Technology needed for the SCUAA.

Estimated Expenses: _____

Source of Funds: _____

Transportation: ☒ College Vehicle
☐ Public Conveyance

JOY A. BELLEN

Signature of Immediate Supervisor

RECOMMENDING APPROVAL:

ALELI A. VILLOCINO

VP for SAS

APPROVED:

EDGARDO E. TULIN

President

Visca, Baybay City, Leyte

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