



# VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: Dec. 23, 2021

Name : Peter Ben Laurice H. Urdaneta  
Designation : Admin. Aide III  
Destination : Ormoc City  
Date of Travel : December 24, 2021

Signature

Purpose : To pick-up Pag-ibig 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:

Dept. Head/Chairman

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



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