



**VISAYAS STATE UNIVERSITY**

Visca, Baybay, Leyte

Date: August 23, 2022

Name : Peter Ben Laurice H. Urdaneta  
Designation : Admin Aide III  
Destination : Ormoc City  
Date of Travel : August 23, 2022

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:

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