



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER ( For Staff )

March 13, 2023  
Date

Name : QUEEN-EVER Y. ATUPAN  
Designation : Supervising Administrative Officer  
Destination : GSIS Maasin Branch, Maasin City  
Date of Travel : March 16, 2023  
Purpose : To submit Authorization documents to  
receive check payments from GSIS.  
To get OR for the deposited payment  
for insurance.  
To inquire regarding the payments through  
EMDS.  
  
  
  
  
  
Total Expenses: \_\_\_\_\_  
Source of Funds GF/STF  
Transportation: ☐ University Vehicle  
☐ Public Conveyance

*[Signature]*  
Signature

Noted/Verified:

RYSAN C. GUINOCOR  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

RYSAN C. GUINOCOR  
Director for Administrative Services

N/A  
In-charge of funds ( If other than the  
Dept/Office Head)

APPROVED:

EDGARDO E. TULIN  
President