




VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

Date: December 20, 2021

Name : MANOLO B. LORETO, JR. 
Designation : Dean of Students
Destination : Tacloban City
Date of Travel : Dec. 22, 2021

Signature

Purpose : Official Business to CHED RO 8 - Claim
Checks of the TES, TDP Grantees for
Second Semester, 2020-2021 & other
CHED Scholarship.

Estimated Expenses

Source of Funds

Transportation:

- (x) College Vehicle
() Public Conveyance

ALELI A. VILLOCINO

VP, Student Affairs & Services

RECOMMENDING APPROVAL:

N.A.

Dept. Head/Chairman

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

N.A.

Dir. Of Instruction/Res. & Ext.

APPROVED:

Edgardo E. Tulin

President

c o Records Division
Accounting Office
Requisitioner