



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: December 14, 2021

Name : MANOLO B. LORETO, JR
Designation : Dean of Students Signature
Destination : Pintuyan, Southern Leyte
Date of Travel : January 3, 2022 at 6 Am

Purpose : To deliver Food Packs to student
in Southern Leyte, on January 3, 2022

Estimated Expenses _____
Source of Funds _____

Transportation:
() 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:

EDGUARDO E. TULIN
President

c o Records Division
Accounting Office
Requisitioner