

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay, Leyte

**TRAVEL REQUEST**

January 11, 2022

Name: **PHLOEM D. GALUPO**

  
(Signature)

Designation: **ENGINEER III**

Destination: **VSU Tolosa, VSU Alangalang**

Date of Travel: **January 12, 2022**

PURPOSE: To conduct inspection and monitoring of the  
on going projects in VSU Tolosa and VSU Alangalang

Estimated Expenses:

Source of Funds:

Transportation:

☐ \_\_\_\_\_  
☐ \_\_\_\_\_

**MARIO LILIO P. VALENZONA**  
Signature of Immediate Supervisor

**RECOMMENDING APPROVAL:**

\_\_\_\_\_  
Dept. Head/Chairman

n/a  
\_\_\_\_\_  
(If other than Dept. Office Head)

n/a  
\_\_\_\_\_  
Dir. Of Instruction/Research & Extension

**APPROVED:**

**EDGARDO E. TULIN**  
President

**VISAYAS STATE UNIVERSITY**  
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