



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: March 7, 2023

Name : MARIA TERESA A. CRUZ
Designation : Head. Internal Audit
Destination : Manila
Date of Travel : March 24-31, 2023
Purpose : To conduct audit at the VSU Manila office (VMO)

Estimated Expenses
Source of Funds
Transportation: () College Vehicle
(✓) Public Conveyance

EDGARDO E. TULIN
Signature of Immediate Supervisor

RECOMMENDING APPROVAL:

VP FOR ADMIN. AND FINANCE

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

Dir. Of Instruction/Res. & Ext.

APPROVED:

EDGARDO E. TULIN
President

Records Division
Accounting Office
Requisitioner



OFFICE OF THE HEAD FOR INTERNAL AUDIT

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our VSU Satellite office in Manila
presentations and verify their existing

that includes the discussion of our

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