



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: Feb. 22, 2022

Name : Peter Ben Laurice H. Urdaneta
Designation : Admin. Aide III
Destination : Ormoc City
Date of Travel : February 23, 2022

Purpose : To Pick-up Pag-ibig remittance and to deliver
checks to diff. Ormoc Suppliers

Estimated Expenses

Source of Funds

Transportation:

- ☐ College Vehicle
☐ Public Conveyance

QUEEN-EVER Y. ATUPAN

Sup. Admin. Officer

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor

OIC Director, ODAS

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

Dir. Of Instruction/Res. & Ext.

APPROVED:

Edgardo E. Tulin

President

cc Records Division
Accounting Office
Requisitioner

OFFICE OF THE HEAD OF CASH

1/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 565-0600 local 1011
Email: cash.division@vsu.edu.ph
Website: www.vsu.edu.ph

6, s. 2021 regarding the "Restraining of Non-Essential
the following concerns:

that needs to be paid to Ormoc City immediately to
disconnections however are mainly due to the previous
imposed withholding taxes by globe for our payments.
and various unpaid balances, and until now globe was
in addition, we can no longer deposit our payments to
as of this pandemic, because until now the globe online
led Official Receipts for these transactions. COA have
er.

working on their online payment system. Presently, we
had advised to remit the same at their offices in Ormoc
the remittances is every 15th day of the following month
as and penalties.

ous government agencies like DENR, CHED and other
to their offices in Tacloban City. Most of these checks
and balances from various VSU Projects. It is very
to facilitate the financial liquidation of these projects.
jects may hinder the funding releases of new projects.

office to allow us to travel to Ormoc City and Tacloban
would like to request further, that our personnel will
use our office is undermanned and if ever, such will
. Rest assured that we will follow strictly all the health

science, technology, and environmental conservation.
human resource, cutting-edge scientific knowledge
able communities and environment.

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