

**VISAYAS STATE UNIVERSITY**

Visca, Baybay, Leyte

Date: August 8, 2022

Name : Peter Ben Laurice H. Urdaneta  
Designation : Admin Aide III  
Destination : Ormoc City  
Date of Travel : August 12, 2022

Signature

Purpose : To submit Pag-ibig and Philhealth 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**

Director for Administrative Services

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

Dir. Of Instruction/Res. &amp; Ext.

## APPROVED:

**Edgardo Tulin**  
President

cc Records Division

Accounting Office

Requisitioner