ViSCA Form No. 1 (Travel Request)
Rev. Feb. 1984

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

Date: January 20, 2022

Name   : MANOLO B. LORETO, JR.
Designation : Dean of Students   Signature
Destination : Tacloban City
Date of Travel : January 21, 2022

Purpose   : Official Business to CHED RO 8 - Claim
               Check for CHED VSU Grantees (TDP-TES)

Estimated Expenses   _____
Source of Funds   _____

Transportation:
        (x) College Vehicle
        (   ) Public Conveyance

ALELI A. VILLOCINO
VP, Student Affairs & Services

RECOMMENDING APPROVAL:

ELWIN JAY V. YU
Head, USHER

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

N.A.
Dir. Of Instruction/Res. & Ext.

APPROVED:

EDGARDO E. TULIN
President

c o   Records Division
        Accounting Office
        Requisitioner