




VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: October 9, 2023

Name : MARIA TERESA A. CRUZ 
Designation : Head. Internal Audit Service Signature
Destination : Occupational Safety and Health Center, Quezon City
Date of Travel : November 7-8, 2023

Purpose : To attend the One-Time Cleansing of PPE
account balances of Government agencies

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


c o Records Division
Accounting Office
Requisitioner



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