




VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: January 12, 2022

Name : MANOLO B. LORETO, JR. 
 Designation : Dean of Students _____ Signature
 Destination : Southern Leyte _____
 Date of Travel : January 14, 2022 _____

Purpose : To Deliver Food Packs to the Students
 in Southern Leyte, on January 14, 2022

Estimated Expenses _____
 Source of Funds _____

Transportation:
 () College Vehicle
 () Public Conveyance

ALELI A. VILLOCINO
 VP, Student Affairs & Services

RECOMMENDING APPROVAL:

 N.A.
 Dept. Head/Chairman
 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