ViSCA Form No. 1 (Travel Request)

Rev. Feb. 1984



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: February 23, 2023

EDGARDO E. TULIN

President

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



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President

Designation Destination Date of Travel Purpose Head February February To b	IA TERESA A. CRUZ I. Internal Audit ay City, Leyte uary 24, 2023 ring Org chart and functional characterists.	Signature	Designation Destination Date of Travel	: MARIA TERESA A. CRUZ : Head. Internal Audit : Baybay City, Leyte : February 24, 2023 : To bring Org chart and functorpaulin.	ctional chart for	Signature
Estimated Expenses Source of Funds		·.	Estimated Expe Source of Fund			
	College Vehicle Public Conveyance		Transportation	: () College Vehicle (✓) Public Conveyance		
	ALLEN GLENNIE P. LAMBER' Signature of Immediate Supervisor	_		ALLEN GLENNI Signature of Imme		
RECOMMENDING APP	PROVAL:		RECOMMENDI	NG APPROVAL:		
In-	VP FOR ADMIN. AND FINANCE charge of funds (If other than the Dept/Office Head)			VP FOR ADMIN. In-charge of funds (If Dept/Office Head	other than the	
APP	Dir. Of Instruction/Res. & Ext. PROVED:			Dir. Of Instructi APPROVED:	ion/Res. & Ext.	

c o Records Division

Accounting Office

Requisitioner

c o Records Division

Accounting Office

Requisitioner