




VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: February 23, 2023

Name : MARIA TERESA A. CRUZ 
 Designation : Head. Internal Audit Signature
 Destination : Baybay City, Leyte
 Date of Travel : February 24, 2023

Purpose : To bring Org chart and functional chart for tarpaulin.

Estimated Expenses

Source of Funds

Transportation:

- () College Vehicle
 (✓) Public Conveyance

ALLEN GLENNIE P. LAMBERT

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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