

VISAYAS STATE UNIVERSITY
Visca, City of Baybay, Leyte

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Visca, City of Baybay, Leyte

TRAVEL REQUEST

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Mar. 1, 2022

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DATE

DATE

NAME MERVYN P. LORETO		SIGNATURE	
DESIGNATION DATA ENCODER			
DESTINATION ORMOC - NAVAL, BILIRAN			
DATE OF TRAVEL MARCH 2, 2022			
PURPOSE TO PAY FOR PSR PUBLICATION FEE AT EV MAIL ANG TO RETRIEVE PLAQUE OF APPRECIATION & TRAINING DOCUMENTS OF THE FT HIGH LEVEL TRAINING.			
ESTIMATED EXPENSES			
SOURCE OF FUNDS ECO-SAP PROJECT			
TRANSPORTATION	<i>UNIVERSITY VEHICLE</i>	<i>PUBLIC CONVEYANCE</i>	
SIGNATURE OF IMMEDIATE SUPERVISOR GUIRALDO C. FERNANDEZ JR. <i>BOR/University Secretary</i>			
RECOMMENDING APPROVAL _____ (DEPT. HEAD/CHAIRMAN) _____ (IF OTHER THAN DEPT./OFFICE HEAD) _____ DIR. OF INSTRUCTION/RESEARCH & EXTENSION			
APPROVED EDGARDO E. TULIN <i>University President</i>			

NAME MERVYN P. LORETO		SIGNATURE	
DESIGNATION BOR & UNIVERSITY SECRETARY			
DESTINATION ORMOC - NAVAL, BILIRAN			
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APPROVED EDGARDO E. TULIN <i>University President</i>			

cc: Records Division
Accounting Division
Requisitioner

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Accounting Division
Requisitioner