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

Requisitioner



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: May 25, 2023

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Visca, Baybay, Leyte

Date: May 25, 2023

Name Designation Destination Date of Travel Purpose	: MARIA TERESA A. CRUZ : Head. Internal Audit : Manila : June 14-16,2023 : To attend the ICS Property and Supply Management (Appraisal and Disposal) AGIA	gnature	Name Designation Destination Date of Travel Purpose	: MARIA TERESA A. CRUZ : Head. Internal Audit : Manila : June 14-16,2023 : To attend the ICS Propert Management (Appraisal an AGIA		Signature
Estimated Expenses			Estimated Expenses			
Source of Funds			Source of Funds			
Transportation	n:		Transportation	:		
*	() College Vehicle			() College Vehicle		
	(✓) Public Conveyance			(√) Public Conveyance		
	ALLEN GLENNIE P LAMBERT Signature of Immediate Supervisor				IIE P LAMBERT nediate Supervisor	
RECOMMENDING APPROVAL:			RECOMMENDING APPROVAL:			
	VP FOR ADMIN. AND FINANCE			VP FOR ADMIN	. AND FINANCE	
	In-charge of funds (If other than the Dept/Office Head)			In-charge of funds (I Dept/Office H		
	Dir. Of Instruction/Res. & Ext.			Dir. Of Instruc	tion/Res. & Ext.	
APPROVED:			APPROVED:			
	EDGARDO E. TU President	JLIN	(E = 52° A	>	EDGARDO E. TO President	ULIN
c o Records Division			c o Records I			
Accounting Office			Account	ing Office		

Requisitioner