




VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

Date: May 25, 2023

Name : MARIA TERESA A. CRUZ 
Designation : Head. Internal Audit _____ Signature
Destination : Manila _____
Date of Travel : June 14-16,2023 _____

Purpose : To attend the ICS Property and Supply
Management (Appraisal and Disposal)
AGIA

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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