



**VISAYAS STATE UNIVERSITY**  
Visca, City of Baybay, Leyte

**TRAVEL REQUEST**

June 6, 2022

NAME		SIGNATURE	
CHARLINDO S. TORRION			
DESIGNATION Instructor			
DESTINATION Cagayan de Oro City, Bukidnon & Davao			
DATE OF TRAVEL June 13-17, 2022			
PURPOSE Benchmark on the existing DRRM Plan of the University of Science and Technology of Southern Philippines (USTSP) and Bukidnon State University (BukSU), CMU and Central 911 Davao.			
ESTIMATED EXPENSES P9,140.00			
SOURCE OF FUNDS University Centralized Funds			
TRANSPORTATION		<input checked="" type="checkbox"/> UNIVERSITY VEHICLE	<input type="checkbox"/> PUBLIC CONVEYANCE
SIGNATURE OF IMMEDIATE SUPERVISOR  <b>DANIEL C. LOR</b> Head, DMet			
RECOMMENDING APPROVAL  N/A (DEPT. HEAD/CHAIRMAN)  N/A (IF OTHER THAN DEPT./OFFICE HEAD)  <b>DANIEL LESLIE S. TAN</b> VP, Administration and Finance, Chairman, CMC			
APPROVED  <b>EDGARDO E. TULIN</b> University President			

cc: Records Division  
Accounting Division  
Requisitioner

planning to conduct a benchmarking activity on  
management (DRRM) plan at the University of  
es (USTSP) in Cagayan de Oro City and  
alay City to come up with a DRRM plan in our  
, designing, implementing, and evaluating our

MC, wanted to ask permission from your good  
together with OUDRRM personnel to travel and  
ove-mentioned State Universities in Bukidnon

ry as well as the names of personnel who will

ideration of this request.