



**VISAYAS STATE UNIVERSITY**

Visca, Baybay, Leyte

Date: Mar. 7, 2022

Name : Queen-Ever Y. Atupañ  
Designation : Sup. Admin Officer Signature  
Destination : Ormoc City  
Date of Travel : March 9, 2022

Purpose : To inquire at DBP Ormoc the requirements on  
opening a new bank account for Ched/Unifast  
and to verify whether DBP Ormoc can  
accommodate Gcash transaction for our  
students and clients.

Estimated Expenses \_\_\_\_\_

Source of Funds \_\_\_\_\_

Transportation:

- ( ) College Vehicle  
( ) Public Conveyance

**Atty. Rysan C. GUINOCOR**

Director for Administrative Services

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor

Director for Administrative Services

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