



VISAYAS STATE UNIVERSITY
Visca, City of Baybay, Leyte

TRAVEL REQUEST

June 6, 2022

DATE

NAME	RYSAN C. GUINOCOR		SIGNATURE		
DESIGNATION	Chief Legal Officer				
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	☒	UNIVERSITY VEHICLE	☐	PUBLIC CONVEYANCE	
SIGNATURE OF IMMEDIATE SUPERVISOR					
 EDGARDO E. TULIN University President					
RECOMMENDING APPROVAL					
N/A					
(DEPT. HEAD/CHAIRMAN)					
N/A					
(IF OTHER THAN DEPT./OFFICE HEAD)					
DANIEL LESLIE S. TAN VP, Administration and Finance, Chairman, CMC					
APPROVED					
 EDGARDO E. TULIN University President					

cc: Records Division
Accounting Division
Requisitioner