

**VISAYAS STATE UNIVERSITY**

Visca, Baybay, Leyte

**TRAVEL REQUEST**

July 8, 2022

Name: Carren Mae B. Vilbar

  
Signature)

Designation: Admin. Aide III

Destination: Tacloban City

Date of Travel: July 11, 2022

Purpose: To assist in submission of NBC

documents to EVSU Tacloban City

Estimated Expenses:

Source of Funds:

Transportation:

☐

Public Conveyance

☐

Univ. vehicle

Signature of Immediate Supervisor

  
**RECOMMENDING APPROVAL:**

Dept. Head/Chairman

(If other than Dept. Office Head)

n/a

Dir. Of Instruction/Research & Extension

**APPROVED:**

  
**EDGARDO E. TULIN**

President