

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

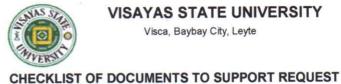
TRAVEL REQUEST / ORDER

6/23/2022

	Date	
	0	Medical Clearance from the VSU Infirmary that the
	V	employee have no symptoms of Covid 19
Name Designation	DHENBER C. LUSANTA OIC Director Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination :	Merida, Leyte June 29, 2022, July 6, 13, 14, 21 & 28, 2022	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	Conduct training on Biofertilizer	will be observed for the duration of the activity
	production and Natural Farming Concoctions	(if applicable)
	Provide Technical Assistance in Drone	Quarantine passes issued by the destination LGU
	Mapping	and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[/] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	of the requesting party to religiously comply with
		health/hygiene protocols during the trip
		Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
Noted/Verified		while he/she will be on work from home scheme
	MARIA JULIET C. CENIZA	Approved list of outputs between supervisor and
	Office Head/Immediate Supervisor	employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
		prior to travel should be submitted to the guard on
		duty before allowing vehicle to go out of campus
		A
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	9
		DHENBER C. LUSANTA
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	V .
	VP for Research, Extension & Innovation	
	*	Noted/verified except Clearance from Nurse :
APPROVED:		
ans d Mate Satur	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor



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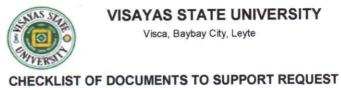
6/23/2022 Date

	Medical Clearance from the VSU Infirmary that the
0. 44.	employee have no symptoms of Covid 19
JEDOME O APPIDADO	
Name JEROME O. ARRIBADO	Invitation from the organizer of the activity/conference meeting (if applicable)
Designation Instructor Signature Destination O Merida, Leyte	Certification from the organizer that social distancing
Date of Travel : June 29, 2022, July 6, 13, 14, 21 & 28, 2022	and other health/hygiene protocols against Covid 19
Purpose **Conduct Hands-on training on	will be observed for the duration of the activity
Biofertilizer production and Natural	Approximation of the control of the
Farming Concoctions	(if applicable)
· Provide Technical Assistance in	Quarantine passes issued by the destination LGU
Drone Mapping	and if possible, together with passes from LGUs
	enroute to the destination
Total Expenses:	Strong justification from the requesting party duly endorsed by the immediate supervisor on the
Source of Funds Transportation: [/] University Vehicle	necessity and urgency of the trip and commitment
Transportation: [/] University Vehicle [] Public Conveyance	of the requesting party to religiously comply with
[]	health/hygiene protocols during the trip
	Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days,
DHENBER C. LUSANTA	while he/she will be on work from home scheme
Office Head/Immediate Supervisor	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:	14 days work from home scheme
RECOMMENDING AFFINOVAL.	Clearance issued by the Nurse on duty 30 minutes
	prior to travel should be submitted to the guard on
	duty before allowing vehicle to go out of campus
In-charge of funds (If other than the	Certified Correct: 1
Dept/Office Head)	Jih July
in the second second	JEROME O. ARRIBADO
	Name of Travelling Employee
MARIA JULIET C. CENIZA	
VP for Research, Extension & Innovation	
	Noted/verified except Clearance from Nurse:
APPROVED:	
EDGARDO E. TULIN	
President	Name of Office Head/Supervisor





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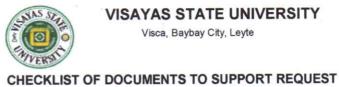
TRAVEL REQUEST / ORDER

6/23/2022

	Date	
	3 -337 633	Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
MAREJEN A. VILLAR Instructor I Destination Date of Travel Purpose MareJEN A. VILLAR Instructor I Merida, Leyte June 29, 2022, July 6, 13 Conduct Hands-on train Biofertilizer production Farming Concoctions Provide Technical Assistances	signature 3, 14, 21 & 28, 2022 ining on a and Natural	Invitation from the organizer of the activity/conference/meeting (if applicable) Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable) Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
	LUSANTA ediate Supervisor	Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
In-charge of funds (If of Dept/Office Heating) MARIA JULIET C VP for Research, Exten	ad)	Certified Correct: MAREJEN A. WILLAREMO Name of Travelling Employee
eterto i talendo por el esperante en esta de la esta de		
APPROVED: EDGARDO E.	TULIN	Noted/verified except Clearance from Nurse:
President		Name of Office Head/Supervisor



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TRAVEL REQUEST / ORDER

6/23/2022 Date

	Date	
		Medical Clearance from the VSU Infirmary that the
	Old !	employee have no symptoms of Covid 19
Name	JOLLIVIE A. CURAY	Invitation from the organizer of the activity/conference/
Designation	Science Research Assistant (Signature	meeting (if applicable)
Destination :	Merida, Leyte	Certification from the organizer that social distancing
Date of Travel :	June 29, 2022, July 6, 13, 14, 21 & 28, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Conduct training on Biofertifizer	will be observed for the duration of the activity
, спросо	production and Natural Farming	
	Concoctions	(if applicable)
	Provide Technical Assistance in Drone	Quarantine passes issued by the destination LGU
	Mapping	and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	✓ University Vehicle	necessity and urgency of the trip and commitment
	[/] Public Conveyance	of the requesting party to religiously comply with
		health/hygiene protocols during the trip
	. /	Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
Noted/Verified		while he/she will be on work from home scheme
	DHENBER C. LUSANTA	Approved list of outputs between supervisor and
	Office Head/Immediate Supervisor	employee to be delivered/accomplished during his/her
DECOMMENDIN	IC ADDROVAL:	14 days work from home scheme
RECOMMENDIN	IG APPROVAL.	Clearance issued by the Nurse on duty 30 minutes
		prior to travel should be submitted to the guard on
	7	duty before allowing vehicle to go out of campus
		40
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	JOLLIVIE A. CURAY
		Name of Travelling Employee
	MADIA IIII IET C. CENIZA	Name of Traveling Employee
5.m.	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	,
	VE TO INESCRION, EXCENSION & INNOVALION	
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor