

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

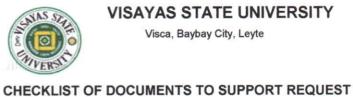
December/3/2021 Date

Name :	MILAGROS C. BALES Project Leader Signature	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/meeting (if applicable)		
Destination :	Ormoc, Tanauan	Certification from the organizer that social distancing		
Date of Travel : Purpose : Total Expenses: Source of Funds Transportation: Noted/Verified	Dec. 13-15, 2021 Conduct of Exit conference YRRP-CSFBS 20201050-60.2 [] University Vehicle [] Public Conveyance	and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable) 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 Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,		
Head, DAEEx RECOMMENDING APPROVAL:		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		
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation/ YRRP-	MILAGROS C. BALES Name of Travelling Employee		
APPROVED:	Program Leader	Noted/verified except Clearance from Nurse :		
	President	Immediate Supervisor		



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TRAVEL REQUEST / ORDER

December/3/2021

	Date	
Name :	KRYSTEL KAYE M. CASINILLO	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/
Designation :	Training Assistant /Signa	meeting (if applicable)
Destination :	Ormoc, Tanauan	Certification from the organizer that social distancing
Date of Travel :	Dec. 13-15 2021	and other health/hygiene protocols against Covid 19
Purpose	Conduct of Exit conference	will be observed for the duration of the activity (if applicable)
	med sylfter for allmode is started	
Total Expenses:		Strong justification from the requesting party duly
Source of Funds	YRRP-CSFBS 20201050-60.2	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
Noted/Verifie	d: MILAGROS C. BALES	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
	Immediate Supervisor	Approved list of outputs between supervisor and
RECOMMENDIN	NG APPROVAL:	employee to be delivered/accomplished during his/her 14 days work from home scheme
	t se	Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P. YAP	
	Head, DAEEx	KRYSTEL KAYE M. KASINILLO
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation/ YR Program Leader	Noted/verified except Clearance from Nurse :
APPROVED:		arch
	EDGARDO E. TULIN	MILAGRÓS C. BALES
	President	Immediate Supervisor



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TRAVEL REQUEST / ORDER

December/3/2021 Date

Name	ARCHILLE C. GALUPO
Designation :	Training Assistant Signature
Destination	Ormoc, Tanauan
Date of Travel	Dec. 13-15, 2021
Purpose	Conduct of Exit conference,
Total Expenses:	
Source of Funds	YRRP-CSFBS 20201050-60.2
Transportation:	[] University Vehicle
	[] Public Conveyance
Noted/Verifie	d: MILAGROS C. BALES
	Immediate Supervisor
RECOMMENDIN	F KAREN LUZ P. YAP
	Head, DAEEx
	" " " Sim see in
	MARIA JULIET C. CENIZA
	VP for Research, Extension & Innovation/ YRRP-
	Program Leader
APPROVED:	
e.	EDGARDO E. TULIN
	President

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 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 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
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
ARCHILLE C. GALUPO Name of Travelling Employee
Name of Fravoling Employee

Noted/verified except Clearance from Nurse :

MILAGROS C. BALES

Immediate Supervisor