



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

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

December/3/2021

Date

Name : **MILAGROS C. BALES**

Designation : **Project Leader**

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/Verified:

**KAREN LUZ P. YAP**

Head, DAEx

RECOMMENDING APPROVAL:

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation/ YRRP-  
Program Leader

APPROVED:

**EDGARDO E. TULIN**

President

- ☐ 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)
- ☐ 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

**MILAGROS C. BALES**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**KAREN LUZ P. YAP**

Immediate Supervisor



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

December/3/2021

Date

Name : **KRYSTEL KAYE M. CASINILLO**

Designation : **Training Assistant**

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/Verified:

**MILAGROS C. BALES**

Immediate Supervisor

RECOMMENDING APPROVAL:

**KAREN LUZ P. YAP**

Head, DAEEEx

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation/ YRRP-  
Program Leader

APPROVED:

**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

**KRYSTEL KAYE M. CASINILLO**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**MILAGROS C. BALES**

Immediate Supervisor



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

December/3/2021

Date

Name : **ARCHILLE C. GALUPO**

Designation : **Training Assistant**

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/Verified:

**MILAGROS C. BALES**

Immediate Supervisor

RECOMMENDING APPROVAL:

**KAREN LUZ P. YAP**

Head, DAEEEx

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation/ YRRP-  
Program Leader

APPROVED:

**EDGARDO E. TULIN**

President



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## 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

Noted/verified except Clearance from Nurse :

**MILAGROS C. BALES**

Immediate Supervisor