

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

6/28/2022 Date

Name :	Saloma B. Gisulga
Designation :	Science Research Specialist Signature
Destination :	Hindang, Leyte
Date of Travel :	June 30, 2022
Purpose :	To provide technical backstopping during
	Municipal Nutrition Committee meeting.
Total Expenses: Source of Funds	
Transportation:	[] University Vehicle
	[x] Public Conveyance
Noted/Verified	d:
	LILIAN B. NUÑEZ
	Immediate Supervisor
RECOMMENDING	G APPROVAL:
	LILIAN B. NUÑEZ
	Dept.Head/Director
	In-charge of funds (If other than the
	In-charge of funds (If other than the Dept/Office Head)

EDGARDO E. TULIN
President

E TO O

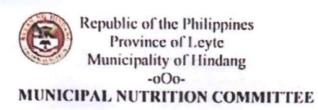
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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

	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
П	(if applicable) Quarantine passes issued by the destination LGU
housed	
-	enroute to the destination
	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
	duty belove anothing vernole to go out or earnput
	Certified Confect: SALOMA B. GISULGA
	Travelling Employee
	Noted/verified except Clearance from Nurse :
	LILIAN B. NUÑEZ

Name of Office Head/Supervisor



June 22, 2022

SALOMA B. GISULGA BIDANI Project Staff Visayas State University Baybay City

Dear Ma'am:

Please be informed that there will be a Municipal Nutrition Committee meeting on June 30, 2022 at 2:00 o'clock in the afternoon to be held at the SB Hall this municipality. We will discuss the following:

- 1. Nutrition Month Celebration 2022
- 2. Other matters

Anticipating for your presence. Thank you very much.

Very truly yours,

ESTARMIO F. ZAFICO, MD

Municipal Health Officer/

Municipal Nutrition Action Officer