

EVIAS SVA

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

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

TRAVEL REQUEST / ORDER

President

August 19, 2022 Date

lame Designation Destination Date of Travel Durpose	DHENBER C. LUSANTA Project Leader Dumaguete, Negros Oriental September 9-12, 2022 Workshop and/or formulation of policies for Good Agricultural Practices (GAP) in Eastern Visayas	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 and if possible, together with passes from LGUs enroute to the destination
ransportation: loted/Verified:	SE ACIAR-JDF/2021/375-ATGAP-LUSANTA [] University Vehicle [] Public Conveyance DHENBER C. LUSANTA Office Head/Immediate Supervisor NG APPROVAL:	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 other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Certified Correct: DHENBER C. LUSANTA Name of Travelling Employee Noted/verified except Clearance from Nurse :
PPROVED:	EDGARDO E. TULIN	Name of Office Head/Supervisor



Name of Office Head/Supervisor

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TRAVEL REQUEST / ORDER

President

August 19, 2022

TO GO ON TRAVEL (please check): Date Medical Clearance from the VSU Infirmary that the Name LUDIVICO B. RABIA employee have no symptoms of Covid 19 Designation Science Research Asssistant Invitation from the organizer of the activity/conference/ Destination Signature Dumaguete, Negros Oriental meeting (if applicable) Date of Travel Certification from the organizer that social distancing September 9-12, 2022 Purpose Workshop and/or formulation of policies for Good and other health/hygiene protocols against Covid 19 Agricultural Practices (GAP) in Eastern Visayas 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 Strong justification from the requesting party duly Total Expenses: endorsed by the immediate supervisor on the Source of Funds ACIAR-JDF/2021/375-ATGAP-LUSANTA necessity and urgency of the trip and commitment Transportation: of the requesting party to religiously comply with [/] University Vehicle health/hygiene protocols during the trip [] Public Conveyance 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 Approved list of outputs between supervisor and DHENBER C. LUSANTA employee to be delivered/accomplished during his/her Office Head/Immediate Supervisor 14 days work from home scheme RECOMMENDING APPROVAL: 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 Certified Correct: In-charge of funds (If other than the Dept/Office Head) LUDIVICO B. RABIA Name of Travelling Employee MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Noted/verified except Clearance from Nurse : APPROVED: EDGARDO E. TULIN DHENBER C. LUSANTA



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EDGARDO E. TULIN President

August 19, 2022 Date

		employee have no symptoms of Covid 19
Name	HADASHA N. BONGAT	Invitation from the organizer of the activity/conference/
Designation	Project Staff Signature	meeting (if applicable)
Destination :	Dumaguete, Negros Oriental	Certification from the organizer that social distancing
Date of Travel:	September 9-12, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Workshop and/or formulation of policies for Good	will be observed for the duration of the activity (if applicable)
	Agricultural Practices (GAP) in Eastern Visayas	Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
		Strong justification from the requesting party duly
Total Expenses:		endorsed by the immediate supervisor on the
Source of Funds	ACIAR-JDF/2021/375-ATGAP-LUSANTA	necessity and urgency of the trip and commitment of the requesting party to religiously comply with
Transportation:	[] University Vehicle	health/hygiene protocols during the trip
	[] Public Conveyance	Waiver from the employee concerned that he/she is
		willing to undergo self quarantine for 14 days,
Natari O (anifical		while he/she will be on work from home scheme
Noted/Verified:		Approved list of outputs between supervisor and
	BERT C. PEÑALOSA	employee to be delivered/accomplished during his/her
	Office Head/Immediate Supervisor	14 days work from home scheme
RECOMMENDING	G APPROVAL:	Clearance issued by the Nurse on duty 30 minutes
	O THE THOUSE.	prior to travel should be submitted to the guard on
	MOISES NEIL V. SERIÑO	duty before allowing vehicle to go out of campus
	College Dean	
	R	Certified Correct:
	DHENBER C. LUSANTA	
In-	-charge of funds (If other than the	
	Dept/Office Head)	HADASHA N. BONGAT
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
		The state of the s
APPROVED:		BERT C. PEÑALOSA
	EDGARDO E. TULIN	Name of Office Head/Supervisor
		C. Gilloo Houdi Gupol Visol



TRAVEL REQUEST / ORDER

August 19, 2022 Date

		Medical Clearance from the VSU Infirmary that the
Name Designation Destination Date of Travel Purpose	GIDEON NIEL D. TAN Project Staff Dumaguete, Negros Oriental September 9-12, 2022 Workshop and/or formulation of policies for Good Agricultural Practices (GAP) in Eastern Visayas	Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs 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.
Transportation:	ACIAR-JDF/2021/375-ATGAP-LUSANTA [] University Vehicle [] Public Conveyance	
Noted/Verified:	BERT C. PEÑALOSA Office Head/Immediate Supervisor	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
RECOMMENDIN	G APPROVAL: MOISES MEIL V. SERIÑO College Dean	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
	DHENBER C. LUSANTA In-charge of funds (If other than the Dept/Office Head)	Certified Correct: GIDEON NIEL D. TAN
	MARIA WWW.	Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :

APPROVED:

EDGARDO E. TULIN
President

BERT C. PEÑALOSA

Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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Name Designation Destination Date of Travel Purpose	GRACIELLE DAWN L. GAMOTIN Project Staff Signature Dumaguete, Negros Oriental September 9-12, 2022 Workshop and/or formulation of policies for Good Agricultural Practices (GAP) in Eastern Visayas	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 applicab Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination Strong justification from the requesting party duly
Total Expenses:		elidorsed by the immediate supervisor on the
Source of Funds	S ACIAR-JDF/2021/375-ATGAP-LUSANTA [] University Vehicle [] Public Conveyance	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,
Noted/Verified:		Wille he/she will be on work from home scheme
	BERT C. PEÑALOSA Office Head/Immediate Supervisor	employee to be delivered/accomplished during his/her 14 days work from home scheme
RECOMMENDING APPROVAL:		Clearance issued by the Nurse on duty 30 minutes
	MOISES NEIL V. SERINO College Dean	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
	DHENBER C. LUSANTA	Certified Correct:
	In-charge of funds (If other than the Dept/Office Nead)	GRACIELLE DAWN L. GAMOTIN Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
PPROVED:		

EDGARDO E. TULIN President

BERT C. PEÑALOSA

Name of Office Head/Supervisor