



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

11/28/2022

Date

Name : Merry Jean A. Caparas
Designation : Instructor 1
Destination : Mysore, India
Date of Travel : December 2-12, 2022
Purpose : To attend training on Innovative Solutions for Sustainable Development Goals in Mysore, India.

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: [x] University Vehicle
[] Public Conveyance

Noted/Verified:

LILIAN B. NUÑEZ
Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO
Dean, College of Management & Economics

In-charge of funds (If other than the Dept/Office Head)

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President



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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 (if applicable)
- ☐ Quarantine passes issued by the destination LGU
- ☐ 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

Certified Correct:

MERRY JEAN A. CAPARAS
Travelling Employee

Noted/verified except Clearance from Nurse :

LILIAN B. NUÑEZ
Name of Office Head/Supervisor



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department		Date of Filing
MERRY JEAN A. CAPARAS		ISRDS		Nov. 8, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
DSOC 241	MONDAY (5 Dec. 2022) 2:00-5:00 PM	1	Student will go to the VSUEE for the assigned reading and will be tasked to right a reflection paper.	
SOCI 11	TUESDAY (6 and 8 Dec. 2022) 4:00-5:30 PM	31	Students will go to the VSUEE for the recorded lecture on Social Institution. At the end of the presentation, they will be required to take an online quiz to test their comprehension.	
DSOC 221	WEDNESDAY (7 Dec. 2022)	3	Students will go to the VSUEE for the assigned reading and will be tasked to right a reflection paper.	
DSOC 241	MONDAY (12 Dec. 2022) 2:00-5:00 PM	1	Student will go to the VSUEE for the assigned reading and will be tasked to right a reflection paper.	
Reason(s) of:				
a. Leave: Date(s): <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> others (Pls. specify):		b. Travel: Date(s) <u>Dec. 2-12, 2022</u>		
Conforme:		Prepared by:		
N/A (VC in lieu of classes) Name & Signature of person taking over the classes(s)		 MERRY JEAN A. CAPARAS Instructor/Professor		
Approved by: <div style="text-align: center;"> MOISES NEIL V. SERIÑO Dean, CME Date: _____ </div>				

*to be accomplished in 2 copies