

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

11/28/2022 Date

Name Designation Destination Destination Determinent Destination December 2-12, 2022 Purpose To attend training on Innovative Solutions for Sustainable Development Goals in Mysore, India. 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		
Designation : Instructor 1		M. a. M.
Destination : Mysore, India Date of Travel : December 2-12, 2022 Purpose : To attend training on Innovative Solutions for Sustainable Development Goals in Mysore, India. Total Expenses: Source of Funds Transportation: [x] University Vehicle [] Public Conveyance Noted/Verified: LILIAN B. NUÑEZ Immediate Supervisor RECOMMENDING APPROVAL: MOISES NEIL V. SERIÑO		
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Noted/Verified: LILIAN B. NUÑEZ Immediate Supervisor RECOMMENDING APPROVAL: MOISES NEIL V. SERIÑO	Transportation:	[x] University Vehicle
LILIAN B. NUÑEZ Immediate Supervisor RECOMMENDING APPROVAL: MOISES NEIL V. SERIÑO		
RECOMMENDING APPROVAL: MOISES NEIL V. SERIÑO	Noted/Verified	L/LIAN B. NUÑEZ
MOISES NEIL V. SERIÑO		Immediate Supervisor
	RECOMMENDING	APPROVAL:
Dean, College of Management & Economics		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		BEATRIZ S. BELONIAS VP for Academic Affairs
APPROVED: <u>EDGARDO E. TULIN</u>	APPROVED:	EDGARDO E TIII IN

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 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
MERRY JEAN A. CAPARAS Travelling Employee
Noted/verified except Clearance from Nurse : LILIAN B. NUÑEZ

Name of Office Head/Supervisor





INSTITUTE FOR STRATEGIC RESEARCH AND **DEVELOPMENT STUDIES**

Visayas State University

Visca, Baybay City, Leyte PHILIPPINES Phone/Fax: +63 563 7695 Email: isrds@vsu.edu.ph Website: www.vsu.edu.ph

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. CAPAR	ISRDS		Nov. 8, 2022				
Subject(s) Taught	Class Schedule	No. of Students					
DSOC 241	MONDAY (5 Dec. 2022) 2:00-5:00 PM TUESDAY (6	1	Student will go to the VSUEE for the assigned reading and will be tasked to right a reflection paper.				
SOCI 11	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 g	go to the VSUEE for the ding and will be tasked to			
Reason(s) of:			-				
a. Leave: Date(s): VacationSick others (Pls. specify): b. Travel: Date(s)Dec. 2-12,2022							
N/A (VC in lieu of classes) Prepared by: MERRY JEAN A. CAPARAS							
Name & Signature of person taking over the classes(s) MERRY JEAN A. CAPARAS Instructor/Professor							
Approved by:							
MOISES NEIL V. SERIÑO Dean, CME Date:							

*to be accomplished in 2 copies

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-VPA-03 v0 11-05-2021

No. 2022-