

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

10/05/2023

Date

Name : **LILIAN B. NUÑEZ**
Designation : **Assoc. Prof. V**
Destination : **Hotel de Fides, Real St. Tacloban City**

Signature

Date of Travel : **October 6, 2023**
Purpose : **To attend and participate during the Regional
Convergence Team Meeting of the DSWD
Field Office VIII**

Total Expenses: _____

Source of Funds: _____

Transportation: [x] University Vehicle

[] Public Conveyance

Noted/Verified:

MOISES NEIL V. SERIÑO

Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO

Dean, College of Management & Economics

NA

In-charge of funds (If other than the
Dept/Office Head)**BEATRIZ S. BELONIAS**

VP for Academic Affairs

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 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:

LILIAN B. NUÑEZ

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

MOISES NEIL V. SERIÑO

Name of Office Head/Supervisor

10 September 2023

DR. EDGARDO E. TULIN
President
Visayas State University
Baybay, City

Dr. Lilian Nunez
Director, ISRDS
- please represent VSU
as focal person.
[Signature]

Dear Dr. Tulin:

Greetings!

The Department of Social Welfare and Development (DSWD) Field Office VIII through its specialized programs, the Enhanced Partnership Against Hunger and Poverty (EPAHP), will be spearheading a **Regional Convergence Team Meeting** together with internal and external partners involved.

Your agency, **Visayas State University**, being one of the partner agencies is hereby enjoining your EPAHP Focal/Representative to attend and participate during the Regional Convergence Team Meeting. This activity will be conducted on **October 6, 2023 (Friday), from 8:00 am to 5:00 pm at Hotel de Fides, Real St, Tacloban City, Leyte**. The agenda for the said meeting are the following:

1. Presentation of the 2023 RCT and EPAHP RPMO Implementation Plan;
2. Presentation of EPAHP implementation updates from DEMAND, SUPPLY and SUPPORT clusters;
3. 2023 Project Convergence Budgeting Updates; and
4. Other issues and concerns.

We highly appreciate receiving your affirmative response to the said request. For more details, kindly communicate with Mr. Noel P. Villones, EPAHP Regional Program Coordinator at mobile no. 09272722458, or to the SLP Regional Partnership Focal, Maria Christina L. Manicani thru 09125733748 or via email address epahp.fo8@dswd.gov.ph

Thank you very much for your continued partnership and support towards the advocacy initiatives of the department.

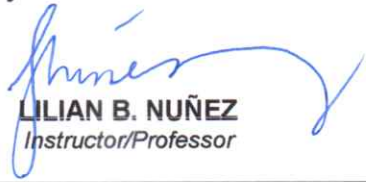
Very truly yours,


GRACE Q. SUBONG
Regional Director



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
LILIAN B. NUÑEZ		ISRDS		October 4, 2023
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
ScSc 11n – Understanding the Self	8:00-9:30 AM MF	30	Perform learning task in Moodle Classroom and self-review for midterm exam on October 10, 2023.	
Reason(s) of: a. Leave: Date(s): ___ Vacation ___ Sick ___ Others (Pls. specify):		b. Travel: Date(s): <u>October 6, 2023</u> <u>Attend Regional Convergence Meeting on the Enhanced Partnership Against Hunger and Poverty (EPAHP) of DSWD-RFO VIII</u>		
Conforme:		Prepared by:		
<u>N/A</u> Name & Signature of person taking over the classes(s)		 LILIAN B. NUÑEZ Instructor/Professor		
<p>Approved by:</p> <p>BEATRIZ S. BELONIAS VP-Academic Affairs Date: _____</p>				

*to be accomplished in 2 copies