

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: August 02, 2023

Name : **DIONESIO M. BAÑOC**
Designation : **PROF. III**
Destination : **Eurotel Boracay**
Date of Travel : **August 21-26, 2023**
Purpose : **To attend training entitled: "Towards Effective Managerial Competencies"**
Total Expenses: _____
Source of Fund: **(Official Business only)**
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:

DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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 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:

DIONESIO M. BAÑOC
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO
Name of Office Head/Supervisor



18 July 2023

Dr. Beatriz S. Belonias
VP for Academic affairs
VSU, Baybay City, Leyte

Dear *Dr. Belonias*:

This is in connection with your recommendation for the following head namely: **Ms. Hannah Mae E. Quimbo, Dr. Eusebio Lina, Dr. Dionesio Bañoc, Dr. Anatolio Polinar, Dr. Bayron Barredo, Prof. Rosa Ophelia Velarde and Dr. Maria Julieta C. Ceniza** to attend the training entitled: **"Towards Effective Managerial Competencies"** on August 22-25, 2023 at Eurotel Boracay, Philippines conducted by POAP on the said dates with the registration fee of P7,500.00 per participant plus per diem and transportation allowance.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated July 06, 2023 which was approved by the University President.

VSFC-AS Res. No. 343
Series of 2023

Action: Recommending approval.

Certified True and Correct:


MA. FELIX GAYANILO
Secretary, VSFC-AS

cc: Ms. Hannah Mae E. Quimbo
Dr. Eusebio Lina
Dr. Dionesio Bañoc
Dr. Anatolio Polinar
Dr. Bayron Barredo
Prof. Rosa Ophelia Velarde
Dr. Maria Julieta C. Ceniza
LDHRAO Files