

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

4/13/2023

Date

Name : **Merry Jean A. Caparas**  
Designation : **Instructor 1**  
Destination : **Cebu city**  
Date of Travel : **April 18-20, 2023**  
Purpose : **To attend the 9th National Assembly on Sustaining Water for Future Generations.**

Signature

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

Noted/Verified:

**LILIAN B. NUÑEZ**

Immediate Supervisor

RECOMMENDING APPROVAL:

**MOISES NEIL V. SERIÑO**

Dean, College of Management &amp; Economics

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

VP for Academic Affairs

APPROVED:

**EDGARDO E. TULIN**

President

**VISAYAS STATE UNIVERSITY**

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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	13 April 2023
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
(Scsc 13n) The Contemporary World	M (2:00 - 5:00)	39	Not affected
(DSOC 241) Gender, Work, and Food in Rural Society	W (11:00 -2:00)	2	Midterm week. Not affected
Reason(s) of:  a. Leave: Date(s): ___ Vacation ___ Sick ___ others (Pls. specify):		b. Travel: Date(s) <u>19 April 2023</u>	
<b>Conforme:</b>  <u>N/A (VC in lieu of classes)</u> Name & Signature of person taking over the classes(s)		<b>Prepared by:</b>   <b>MERRY JEAN A. CAPARAS</b> Instructor/Professor	
<b>Approved by:</b>   <b>LILIAN B. NUÑEZ</b> Director, ISRDS Date: <u>April 13, 2023</u>			

\*to be accomplished in 2 copies