

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

April 29, 2022 Date

Designation Destination Destination Date of Travel Purpose To visit Rainforestation farms in connection with VSU and KALAHI-CIDSS project. Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance [] Private Vehicle Noted/Verified: VELIZA D. ESPINOSA Office Head/Immediate Supervisor RECOMMENDING APPROVAL: DENNIS P. PEQUE College Dean MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved: EDGARDO E. TULIN	Name	MARLITO M. BANDE	m
Destination : Cabucgayan, Biliran Date of Travel : May 2, 2022 Purpose : To visit Rainforestation farms in connection with VSU and KALAHI-CIDSS project. Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance [] Private Vehicle Noted/Verified:			Signatura
Date of Travel : May 2, 2022 Purpose : To visit Rainforestation farms in connection with VSU and KALAHI-CIDSS project. Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance [] Private Vehicle Noted/Verified: VELIZA D. ESPINOSA Office Head/Immediate Supervisor RECOMMENDING APPROVAL: DENNIS P. PEQUE College Dean In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved:			Signature
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Transportation: [] University Vehicle [] Public Conveyance [] Private Vehicle Noted/Verified: ELIZA D. ESPINOSA	Total Expenses:	To present output of the E-dological	Assus State A.
Public Conveyance Private Vehicle	Source of Funds		
Noted/Verified: Seliza D. Espinosa Office Head/Immediate Supervisor	Transportation:	[] University Vehicle	
Noted/Verified: ELIZA D. ESPINOSA		[] Public Conveyance	
DENNIS P. PEQUE College Dean In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved:		[] Private Vehicle	
PELIZA D. ESPINOSA Department Head DENNIS P. PEQUE College Dean In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved:	Noted/Verifie	LIZA D. ESPINOS	
DENNIS P. PEQUE College Dean In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved:		Office Head/Immediate Su	pervisor "
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Approved: Dept/Office Head) BEATRIZ S. BELONIA: VP for Academic Affairs	RECOMMENDIN	DENNIS P. PEQUE	1174
VP for Research, Extension VP for Academic Affairs & Innovation Approved:			
President	VP for Resea	arch, Extension VP for Ac	
	Approved:		
			IN
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
下	Invitation from the organizer of the activity/conference
	meeting (if applicable)
	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 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:
	MARIUTO
	MARLITO M. BANDE
	Name of Travelling Employee
	Noted/verified except Clearance from Nurse :
	e mile
	ELIZA D. ESPINOSA

Name of Office Head/Supervisor