



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

1.	Medical Clearance from the VSU Infirmary that the
Name : FELICIANO G. SINON Designation : Project Leader Signature	Invitation from the organizer of the activity/conference/meeting (if applicable)
Destination : Brgy. San Pablo, Ormoc City Date of Travel : Jul. 21, 2022	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose : Abaca coalition meeting	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
Fotal Expenses: Source of Funds Fransportation: [] University Vehicle [] Public Conveyance	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
Noted/Verified: ROBELYN T PIAMONTE Office Head/Immediate Supervisor	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
RECOMMENDING APPROVAL: ROBELYN T. PIAMONTE Director, NARC	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
In-charge of funds (If other than the Dept/Office Head)	Certified Correct:
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Name of Travelling Employee
APPROVED:	Noted/verified except Clearance from Nurse :
EDGARDO E. TULIN	
President	Name of Office Head/Supervisor

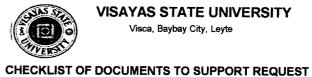
VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

	_	-/. L	Medical Clearance from the VSU Infirmary that the
Name :	JEDESS MILADEL N. SALOMON Project Leader	Signature	Invitation from the organizer of the activity/conference meeting (if applicable)
Destination :	Brgy. San Pablo, Ormoc City	Г	Certification from the organizer that social distancing
Date of Travel	Jul. 21, 2022	In	and other health/hygiene protocols against Covid 19
Purpose :	Abaca coalition meeting	_	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
Total Expenses:			Strong justification from the requesting party duly
Source of Funds		_	endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle		necessity and urgency of the trip and commitment
	[] Public Conveyance		of the requesting party to religiously comply with
	,		health/hygiene protocols during the trip Waiver from the employee concerned that he/she is
Noted/Verified	d. #	\ L	willing to undergo self quarantine for 14 days,
	ROBELYN T. PIAMONTE	1	while he/she will be on work from home scheme
	Office Head/Immediate Superv		Approved list of outputs between supervisor and
	U		employee to be delivered/accomplished during his/he
RECOMMENDIN	G APPROVAL:		14 days work from home scheme
			Clearance issued by the Nurse on duty 30 minutes
	KOBELYN T. RIAMONTE	4	prior to travel should be submitted to the guard on
	Director, NARC	1	duty before allowing vehicle to go out of campus
	\ N/A		
	In-charge of funds (If other than the		Certified Correct:
	Dept/Office Head)		onunca object.
			Name of Travelling Employee
	MARIA JULIET C. CENIZA		
	VP for Research, Extension & Innovation	on	
			Noted/verified except Clearance from Nurse :
APPROVED:			
	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

Jul. 4, 2022 Date

		,	_Q L	Medical Clearance from the VSU Infirmary that the
Name :	ROBELYN T. PIAMONTE	M.	ŊΓ	Invitation from the organizer of the activity/conference/
Designation :	Director	Signature	` -	meeting (if applicable)
Destination :	Brgy. San Pablo, Ormoc City	. 1	Г	Certification from the organizer that social distancing
Date of Travel	Jul. 21, 2022		-	and other health/hygiene protocols against Covid 19
Purpose :	Abaca coalition meeting	•		will be observed for the duration of the activity
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			L	Quarantine passes issued by the destination LGU
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Total Expenses:			Г	Strong justification from the requesting party duly
Source of Funds			<u> </u>	endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle			necessity and urgency of the trip and commitment
	[] Public Conveyance			of the requesting party to religiously comply with
				health/hygiene protocols during the trip
				Waiver from the employee concerned that he/she is
Noted/Verified				willing to undergo self quarantine for 14 days,
	MARIA JULIET C. CENIZA			while he/she will be on work from home scheme
	Office Head/Immediate Supervis	sor	L	Approved list of outputs between supervisor and
RECOMMENDIN	C ADDROVAL:			employee to be delivered/accomplished during his/her
RECOMMENDIN	G APPROVAL:			14 days work from home scheme
	ROBELYN T. RIAMONTE	1	<u> </u>	Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on
	Director, NARC			duty before allowing vehicle to go out of campus
	2			any poloro anoming vollate to go out of ourisput
	N/A			
	In-charge of funds (If other than the			Certified Correct:
	Dept/Office Head)			
				Name of Travelling Employee
	MARIA JULIET C. CENIZA			Name of Travelling Employee
	VP for Research, Extension & Innovatio	n		
				Noted/verified except Clearance from Nurse :
APPROVED:	EDOADDO E TIME:			
	EDGARRO E THUR			

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Visca, Baybay City, Leyte

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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

Name :	MARY CRIS F. PLEÑOS
Designation :	Co-Project Leader Signature
Destination :	Brgy. San Pablo, Ormoc City
Date of Travel :	Jul. 21, 2022
Purpose :	Abaca coalition meeting
Total Expenses:	
Source of Funds	
Transportation:	[] University Vehicle
	[] Public Conveyance
Noted/Verified	Company of the compan
RECOMMENDING	G APPROVAL:
(COOMMENDING	A
	ROBELYN T. PIAMONTE
	Director, NARC
	7
	N/A
	In-charge of funds (If other than the Dept/Office Head)
	MARIA JULIET C. CENIZA
	VP for Research, Extension & Innovation
APPROVED:	EDGARDO E. TULIN President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

Name	LUZ O. MORENO	Low
Designation	Project Leader	Signature
Destination	Brgy. San Pablo, Ormoc City	
Date of Travel	Jul. 21, 2022	
Purpose :	Abaca coalition meeting	
Total Expenses: Source of Funds		[
Transportation:	[] University Vehicle	
, anoportation.	[] Public Conveyance	
Noted/Verified	d: ROBELYN T. PIAMONT	<u> </u>
	Office Head/Inmediate Supe	
RECOMMENDIN	G APPROVAL: ROBELYN T PIAMONT! Director, NARC	<u> </u>
	\ N/A	
	in-charge of funds (if other than th	<u> </u>
	Dept/Office Head)	•
	MARIA JULIET C. CENIZA VP for Research, Extension & Innova	tion
APPROVED:	EDGARDO E. TULIN President	



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,
Certified Correct:
Name of Travelling Employee
<u> </u>
Noted/verified except Clearance from Nurse :
rollow rollined except Clearance from Mulse .



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

Name :	JOVY G. ENSO	Junio
Designation :	SRA	Signature
Destination :	Brgy. San Pablo, Ormoc City	
Date of Travel	Jul. 21, 2022	
Purpose :	Abaca coalition meeting	
Total Expenses:		
Source of Funds		
Transportation:	[] University Vehicle	
	[] Public Conveyance	
Noted/Verified	- 1.	
RECOMMENDIN	G APPROVAL:	\
	Director, NARC	
	5.1100 (0.1, 10.11.0)	
	N/A	
	in-charge of funds (if other than the	
	Dept/Office Head)	
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovatio	n
APPROVED:	EDGARDO E. TULIN President	



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