

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJul. 4, 2022

Date

Name : **FELICIANO G. SINON**
 Designation : **Project Leader**
 Destination : **Brgy. San Pablo, Ormoc City**
 Date of Travel : **Jul. 21, 2022**
 Purpose : **Abaca coalition meeting**

Signature

Total Expenses: _____
 Source of Funds _____
 Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified:

ROBELYN T. PIAMONTE
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
 Director, NARC

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

**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 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:

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJul. 4, 2022

Date

Name : **JEDESS MILADEL N. SALOMON**
 Designation : **Project Leader**
 Destination : **Brgy. San Pablo, Ormoc City**
 Date of Travel : **Jul. 21, 2022**
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 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

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 Director, NARC

N/A

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TRAVEL REQUEST / ORDERJul. 4, 2022

Date

Name : **ROBELYN T. PIAMONTE**
Designation : **Director**
Destination : **Brgy. San Pablo, Ormoc City**
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[] Public Conveyance

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MARIA JULIET C. CENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director, NARC

N/A

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

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TRAVEL REQUEST / ORDERJul. 4, 2022

Date

Name : **MARY CRIS F. PLEÑOS**
 Designation : **Co-Project Leader**
 Destination : **Brgy. San Pablo, Ormoc City**
 Date of Travel : **Jul. 21, 2022**
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Signature

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ROBELYN T. RIAMONTE
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. RIAMONTE
 Director, NARC
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TRAVEL REQUEST / ORDERJul. 4, 2022

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Name : **LUZ O. MORENO**
 Designation : **Project Leader**
 Destination : **Brgy. San Pablo, Ormoc City**
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 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

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 Director, NARC

N/A

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TRAVEL REQUEST / ORDERJul. 4, 2022
Date

Name : JOVY G. ENSO
 Designation : SRA
 Destination : Brgy. San Pablo, Ormoc City
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 Source of Funds: _____
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 [] Public Conveyance

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JEDESS MILADEL N. SALOMON
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. DIAMONTE
 Director, NARC

N/A

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