

ENIAS SZIJE

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

September 25, 2022 Date

	Date	Medical Clearance from the VSU Infirmary that the
	V	employee have no symptoms of Covid 19
	DUENDED C. LUSANTA	Invitation from the organizer of the activity/conference/
Name	Project Leader Signature	meeting (if applicable)
Designation	Baybay, Ormoc and Mahaplag Leyte	Certification from the organizer that social distancing
Destination	October 10-14, 2022	and other health/hygiene protocols against Covid 19
Date of Travel:		with the standard of the activity (if applicable
Purpose :	To join with DA-BPI to conduct farm assessmen	Quarantine passes issued by the destination LGU
	for GAP certification; Meeting with Partner	and if possible, together with passes from LGUs
	Agencies with regard to GAP policies	enroute to the destination
	harmonization; and conduct team	the state of the s
	workshop/synthesis for data gathered.	Strong justification from the requesting party duly endorsed by the immediate supervisor on the
		necessity and urgency of the trip and commitment
Total Expenses:	AGIAD IDE/0024/275 ATCAD LUCANTA	of the requesting party to religiously comply with
Source of Funds	ACIAR-JDF/2021/375-ATGAP-LUSANTA	health/hygiene protocols during the trip
ransportation:	University Vehicle Public Conveyance	Waiver from the employee concerned that he/she is
	[] Public Conveyance	willing to undergo self quarantine for 14 days,
		while he/she will be on work from home scheme
Noted/Verified:	/	Approved list of outputs between supervisor and
Trotodi Volinios.	DHENBER & LUSANTA	employee to be delivered/accomplished during his/her
	Office Head/Immediate Supervisor	14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
RECOMMENDIN	NG APPROVAL:	prior to travel should be submitted to the guard on
	V	duty before allowing vehicle to go out of campus
		Certified Correct:
	In-charge of funds (If other than the	
	Dept/Office Head)	DHENBER C. LUSANTA
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	Noted/verified except Clearance from Nurse :
	VP for Research, Extension & Innovation	Noted/Verified except clearance from Nares:
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head/Supervisor
*	President	



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	2010	
Name Designation Destination Date of Travel Purpose	HADASHA N. BONGAT Project Staff Signature Baybay, Ormoc and Manapiag Leyte October 10-14, 2022 To join with DA-BPI to conduct farm assessment for GAP certification; Meeting with Partner Agencies with regard to GAP policies	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 conserved the trip.
Total Expenses: Source of Funds Transportation:	harmonization; and conduct team workshop/synthesis for data gathered. ACIAR-JDF/2021/375-ATGAP-LUSANTA [] University Vehicle [] Public Conveyance	
Noted/Verified:		
RECOMMENDING	Office Head/Immediate Supervisor APPROVAL: MOISES NEIL V. SERIÑO College Dean	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
In-c	Charge of funds (If other than the Dept/Office Head)	Certified Correct:
	MARIA JULIET C. CENIZA	HADASHA N. BONGAT Name of Travelling Employee
APPROVED:	VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
AFFRUVED:	FDGARDO F. THUM	BERT C. PEÑALOSA
	EDGARDO E. TULIN President	Name of Office Head/Supervisor



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TRAVEL REQUEST / ORDER

<u>September 25, 2022</u> Date

	REQUEST / ORDER	
	<u>September 25, 2022</u> Date	CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):
Name Designation Destination Date of Travel Purpose	GIDEON NIEL D. TAN Project Staff Signature Baybay, Ormoc and Mahaplag Leyte October 10-14, 2022 To join with DA-BPI to conduct farm assessment GAP certification; Meeting with Partner Agencies with regard to GAP policies harmonization; and conduct team workshop/synthesis for data gathere	Quarantine passes issued by the destination (GL)
Total Expenses: Source of Funds Transportation:	ACIAR-JDF/2021/375-ATGAP-LUSANTA [] University Vehicle	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/hygions.
Noted/Verified:		Willing to Underson Striployee Concerned that he/she is
RECOMMENDING	BERT C. PEÑALOSA Office Head/Immediate Supervisor APPROVAL: MOISES NEIL V. SERIÑO College Dean	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
٦	In-charge of funds (if other than the Dept/Office Head)	Certified Correct:
VF	MARIA JULIET C. CENIZA P for Research, Extension & Innovation	GIDEON NIEL D. TAN Name of Travelling Employee
APPROVED:	- Endough	Noted/verified except Clearance from Nurse :
	EDGARDO E. TULIN President	BERT C. PEÑALOSA Name of Office Head/Supervisor



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	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name Designation Destination Date of Travel Purpose GRACIELLE DAWN L. GAMOTIN Project Staff Signature Baybay, Ormoc and Mahaplag Leyte October 10-14, 2022 To join with DA-BPI to conduct farm assessment for GAP certification; Meeting with Partner Agencies with regard to GAP policies harmonization; and conduct team	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
workshop/synthesis for data gathered. Total Expenses: Source of Funds ACIAR-JDF/2021/375-ATGAP-LUSANTA Transportation: [] Public Conveyance Noted/Verified:	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
BERT C. PEÑALOSA Office Head/Immediate Supervisor	employee to be delivered/accomplished during his/her 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
RECOMMENDING APPROVAL: MOISES NEIL V. SERINO College Dean	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
DHENBER C. LUSANTA In-charge of funds (If other than the Dept/Office Head)	Certified Correct: GRACIELLE DAWN L. GAMOTIN Name of Travelling Employee
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :

APPROVED:

EDGARDO E. TULIN President BERT C. PEÑALOSA

Name of Office Head/Supervisor