TRAVEL REQUEST / ORDER

September 25, 2022
Date

Name **DHENBER C. LUSANTA**

Designation Project Leader   Signature

Destination Baybay, Ormoc and Mahaplag Leyte

Date of Travel : October 10-14, 2022

Purpose : 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 workshop/synthesis for data gathered.

Total Expenses:

Source of Funds: ACIAR-JDF/2021/375-ATGAP-LUSANTA

Transportation: [ ] University Vehicle
                [ ] Public Conveyance

Noted/Verified:

DHENBER C. LUSANTA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

_____
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

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:

DHENBER C. LUSANTA
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

_____
Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

September 25, 2022
Date

Name   **HADASHA N. BONGAT**
Designation : Project Staff   _Signature_
Destination : Baybay, Ormoc and Mahapiag Leyte
Date of Travel : October 10-14, 2022
Purpose   : 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
             workshop/synthesis for data gathered.

Total Expenses:
Source of Funds ACIAR-JDF/2021/375-ATGAP-LUSANTA
Transportation: [ ] University Vehicle
                 [ ] Public Conveyance

Noted/Verified:

BERT C. PEÑALOSA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO
College Dean

DHENBER C. LUSANTA
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:

HADASHA N. BONGAT
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

BERT C. PEÑALOSA
Name of Office Head/Supervisor

TRAVEL REQUEST / ORDER

September 25, 2022
Date

Name : **GIDEON NIEL D. TAN**
Designation : Project Staff _____ Signature
Destination : Baybay, Ormoc and Mahaplag Leyte
Date of Travel : October 10-14, 2022
Purpose : 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 workshop/synthesis for data gathered.

Total Expenses:
Source of Funds : ACIAR-JDF/2021/375-ATGAP-LUSANTA
Transportation: [ ] University Vehicle
[ ] Public Conveyance

Noted/Verified:

BERT C. PEÑALOSA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO
College Dean

DHENBER C. LUSANTA
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

**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:

GIDEON NIEL D. TAN
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

BERT C. PEÑALOSA
Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

September 25, 2022
Date

Name **GRACIELLE DAWN L. GAMOTIN**
Designation : Project Staff   Signature
Destination : Baybay, Ormoc and Mahaplag Leyte
Date of Travel : October 10-14, 2022
Purpose : 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 workshop/synthesis for data gathered.

Total Expenses:
Source of Funds ACIAR-JDF/2021/375-ATGAP-LUSANTA
Transportation: [ ] University Vehicle
                [ ] Public Conveyance

Noted/Verified:

BERT C. PEÑALOSA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERINO
College Dean

DHENBER C. LUSANTA
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):

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- ☐ 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:

GRACIELLE DAWN L. GAMOTIN
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

BERT C. PEÑALOSA
Name of Office Head/Supervisor