

#### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

#### TRAVEL REQUEST / ORDER

Oct. 4, 2022

Date	
	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name Designation Destination: Date of Travel:  Purpose  DHENBER C. LUSANTA  OIC, DIRECTOR Signature  OCT. 5, 2022  MEETING WITH CALCOA STAKEHOLDERS	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)
Total Expenses:	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
Source of Funds Transportation:  [ ] University Vehicle [ ] Public Conveyance	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
Noted/Verified:	willing to undergo self quarantine for 14 days,
DHENBER C. LUSANTA	while he/she will be on work from home scheme
Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
	employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:	14 days work from home scheme
V	Clearance issued by the Nurse on duty 30 minutes
	prior to travel should be submitted to the guard on
	duty before allowing yehicle to go out of campus
In-charge of funds ( If other than the	Certified Correct:
Dept/Office Head)	DHENBER CHISANTA
	DHENBER C. LUSANTA  Name of Travelling Employee
MARIA JULIET C. CENIZA	Name of Travelling Employee
VP for Research, Extension & Innovation	
	Noted/verified except Clearance from Nurse :
APPROVED:	•
EDGARDO E. TULIN	
President	Name of Office Head/Supervisor

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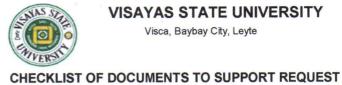
CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):



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TO GO ON TRAVEL (please check):

#### TRAVEL REQUEST / ORDER

Oct. 4, 2022 Date

			Medical Clearance from the VSU Infirmary that the
		0. 10	employee have no symptoms of Covid 19
Name	JEROME O. ARRIBADO	-ONLY	Invitation from the organizer of the activity/conference,
Designation	INSTRUCTOR I	Signature	meeting (if applicable)
Destination:	CABINTAN, ORMOC CITY		Certification from the organizer that social distancing
Date of Travel :	OCT. 5, 2022		and other health/hygiene protocols against Covid 19
Purpose :	MEETING WITH CALCOA STAKEHOLDERS		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			willing to undergo self quarantine for 14 days,
	DHENBER C. LUSANTA		while he/she will be on work from home scheme
	Office Head/Immediate Supervis	or	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
DECOMMENDIA	IC APPROVAL		14 days work from home scheme
RECOMMENDIN	IG APPROVAL:		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
			,
			$\bigcap$
	In-charge of funds ( If other than the		Certified Correct:
	Dept/Office Head)		IEDOME O ADDIDADO
			JEROME O. ARRIBADO
	MARIA JULIET C. CENIZA		Name of Travelling Employee
•	VP for Research, Extension & Innovation	n	
	VI 101 Nescalon, Extension & Inflovation		
			Noted/verified except Clearance from Nurse:
APPROVED:			
	<b>EDGARDO E. TULIN</b>		
	President		Name of Office Head/Supervisor





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## TRAVEL REQUEST / ORDER

**EDGARDO E. TULIN** 

President

Oct. 4, 2022

			Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Designation SF Destination : CA Date of Travel : OC Purpose : MI	EYNANTE G. MACAPANAS RA ABINTAN, ORMOC CITY CT. 5, 2022 EETING WITH CALCOA TAKEHOLDERS	Signature	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
Total Expenses:	TAILE		(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
Source of Funds Transportation: [ ]	University Vehicle   Public Conveyance		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
Noted/Verified:	DHENBER C. LUSANTA Office Head/Immediate Supervis	sor	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 A	PPROVAL:		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
Ir	n-charge of funds ( If other than the Dept/Office Head)		Certified Correct:  REYNANTE G. MACAPANAS  Name of Travelling Employee
V	MARIA JULIET C. CENIZA P for Research, Extension & Innovation	on	
APPROVED:			Noted/verified except Clearance from Nurse:

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):