

## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



#### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

### TRAVEL REQUEST / ORDER

			Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
	DOCEMADIE A DECIO	M. '	Invitation from the organizer of the activity/conference/
lame :	ROSEMARIE A. DECIO  Research Assistant	Signature	meeting (if applicable)
Designation :	Feb.03-08,2022-Leyte Area: Baybay, Inc. Bato, Mahaplag, Abuyog, McArthur, Bura La Paz Feb.09-11,2022- Brgy.San Jose,Tacloba Feb.14-27,2022- Northern Samar: Mapa Mondragon, Palapag, Rosario, San Isidr Roque, Silvino Lubos & Victoria Feb.28-Mar.01,2022-Eastern Samar:Car Taft & Gen McArthur March 02-04,2022-Biliran: Naval, Almerikawayan & Culaba	pacan, aeun & an City nas, o, San	meeting (ii applicable)
:	March 07-08,2022- Southern Leyte: St. I Maasin & Tomas Opos	Bernard,	Certification from the organizer that social distancing
Date of Travel :	03/02/2022-08/03/2022 Conduct Data Gathering for the VSU PhilFIDA research-cum extension pr		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 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
	[x ] Public Conveyance		of the requesting party to religiously comply with
Noted/Verifie	d: MILAGRÓS C. BALES		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
	Immediate Supervisor		Approved list of outputs between supervisor and
	inimodate Capervices		employee to be delivered/accomplished during his/her
RECOMMENDIN	IG APPROVAL:		14 days work from home scheme
RECOMMENDIN	NO AFFINOVAL.		Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P. YAP		,
	DAEEx Head		W.
			ROSEMARIE A. DECIO
			Name of Travelling Employee
	MARIA JULIET C. CENIZA	1	
	VP for Research, Extension & Innov	ation	
			Noted/verified except Clearance from Nurse :
APPROVED:			anch.
	EDGARDO E. TULIN		MILAGROS C. BALES
	President		Immediate Supervisor



# **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



#### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

### TRAVEL REQUEST / ORDER

	Date	
		Medical Clearance from the VSU Infirmary that the
Name :	MARIA ROSARIO C. LIPIAN Rigian	employee have no symptoms of Covid 19  Invitation from the organizer of the activity/conference
Designation :	Research Assistant Signature	meeting (if applicable)
Destination	Feb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Buraeun & La Paz Feb.09-11,2022- Brgy.San Jose, Tacloban City Feb.14-27,2022- Northern Samar: Mapanas, Mondragon, Palapag, Rosario, San Isidro, San Roque, Silvino Lubos & Victoria Feb.28-Mar.01,2022-Eastern Samar:Can-avid, Taft & Gen McArthur March 02-04,2022-Biliran: Naval, Almeria, Kawayan & Culaba March 07-08,2022- Southern Leyte: St. Bernard, Maasin & Tomas Opos	
:	Maasiii & Tomas Opos	Certification from the organizer that social distancing
Date of Travel :	03/02/2022-08/03/2022	and other health/hygiene protocols against Covid 19
Purpose :	Conduct Data Gathering for the VSU- PhilFIDA research-cum extension project.	will be observed for the duration of the activity
	Prilirida research-cum extension project.	(if applicable)
		Quarantine passes issued by the destination LGU enroute to the destination
T. 1.15		Strong justification from the requesting party duly
Total Expenses: Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle	necessity and urgency of the trip and commitment
Transportation.	[x ] Public Conveyance	of the requesting party to religiously comply with
Noted/Verified	mal a	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
	Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:		14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P. YAP	
	DAEEx Head	Duran
		MARIA ROSARIO C. LIPIAN
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:		Carhy l
	EDGARDO E. TULIN	MILAGROS C. BALES
	President	Immediate Supervisor





### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

#### TRAVEL REQUEST / ORDER

	Da	ite	
			Medical Clearance from the VSU Infirmary that the
		2	employee have no symptoms of Covid 19
lame	ARCHILLE C. GALUPO		Invitation from the organizer of the activity/conference/
Designation	: Research Assistant	Signature	meeting (if applicable)
Destination	Feb.03-08,2022-Leyte Area: Bay Bato, Mahaplag, Abuyog, McArt La Paz Feb.09-11,2022- Brgy.San Jose Feb.14-27,2022- Northern Sama Mondragon, Palapag, Rosario, S	hur, Buraeun & ,Tacloban City ar: Mapanas, San Isidro, San	
	Roque, Silvino Lubos & Victoria Feb.28-Mar.01,2022-Eastern Sa Taft & Gen McArthur March 02-04,2022-Biliran: Nava Kawayan & Culaba March 07-08,2022- Southern Le	amar:Can-avid, I, Almeria,	
	Maasin & Tomas Opos		Certification from the organizer that social distancing
Date of Travel	: 03/02/2022-08/03/2022	45 - VOL	and other health/hygiene protocols against Covid 19
Purpose	<ul> <li>Conduct Data Gathering for PhilFIDA research-cum exter</li> </ul>		will be observed for the duration of the activity (if applicable)
	Tilli IDA Tesearon-cam exter	noion project.	Quarantine passes issued by the destination LGU
			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
1,5 million (1,5 million) ■ 1,5 million (1,5 million) (1,5 million) (1,5 million) (1,5 million) (1,5 million)	[x ] Public Conveyance		of the requesting party to religiously comply with
Noted/Verifie	ed: MILAGROS C. BA	ALES	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
	Immediate Superv	visor	Approved list of outputs between supervisor and
			employee to be delivered/accomplished during his/her
RECOMMEND	ING APPROVAL:		14 days work from home scheme
	WAREN LUZ B	VAD	Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P.	YAP	
	DAEEx Head		as
			ARCHILLE C. GALUPO
			Name of Travelling Employee
	MARIA JULIET C. C		
	VP for Research, Extension	& Innovation	Note that if and account Observance from Norses
ADDDOVED	۸.		Noted/verified except Clearance from Nurse:
APPROVED	);		(Meh
	EDGARDO E. TULIN		MILAGROS C. BALES
	President		Immediate Supervisor



## **√ISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

### TRAVEL REQUEST / ORDER

Name  Designation Destination  Expression Destination  Name  Invitation from the organizer of the activity/commeeting (if applicable)  Expression Destination  Feb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Buraeun & La Paz  Feb.09-11,2022- Brgy.San Jose,Tacloban City Feb.14-27,2022- Northern Samar: Mapanas,	
Designation Destination  Research Assistant  Feb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Buraeun & La Paz Feb.09-11,2022- Brgy.San Jose,Tacloban City Feb.14-27,2022- Northern Samar: Mapanas,	
Designation Destination  Eeb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Buraeun & La Paz Feb.09-11,2022- Brgy.San Jose,Tacloban City Feb.14-27,2022- Northern Samar: Mapanas,	etancina
Feb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Buraeun & La Paz Feb.09-11,2022- Brgy.San Jose,Tacloban City Feb.14-27,2022- Northern Samar: Mapanas,	etancina
	etancina
Mondragon, Palapag, Rosario, San Isidro, San Roque, Silvino Lubos & Victoria Feb.28-Mar.01,2022-Eastern Samar:Can-avid, Taft & Gen McArthur March 02-04,2022-Biliran: Naval, Almeria, Kawayan & Culaba March 07-08,2022- Southern Leyte: St. Bernard,	stancina
Maasin & Tomas Opos  Certification from the organizer that social dis	starioning
Date of Travel : 03/02/2022-08/03/2022 and other health/hygiene protocols against C	
Purpose : Conduct Data Gathering for the VSU- will be observed for the duration of the activity PhilFIDA research-cum extension project. (if applicable)	.y
Quarantine passes issued by the destination	LGU
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 commit	
[x ] Public Conveyance of the requesting party to religiously comply	
Waiver from the employee concerned that he	
Noted/Verified: willing to undergo self quarantine for 14 days while he/she will be on work from home sche	
Immediate Supervisor  Approved list of outputs between supervisor  employee to be delivered/accomplished during	
4.4 decreased from home coheme	ig momen
RECOMMENDING APPROVAL:  14 days work from nome scheme  Clearance issued by the Nurse on duty 30 m	inutes
KAREN LUZ P. YAP	
DAEEx Head	
KRYSTEL KAYE CASMILLO	
Name of Travelling Employee	
MARIA JULIET C. CENIZA	
VP for Research, Extension & Innovation	
Noted/verified except Clearance from Nurse	1
APPROVED:	
EDGARDO E. TULIN MILAGROS C. BALES	
President Immediate Supervisor	