

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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Visca, Baybay City, Leyte

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

27-Jan-22

Date

Name : **ROSEMARIE A. DECIO**  
Designation : **Research Assistant**  
Destination :  
Feb.03-08,2022-Leyte Area: Baybay, Inopacan, Bato, Mahaplag, Abuyog, McArthur, Burauen & 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  
Date of Travel : 03/02/2022-08/03/2022  
Purpose : Conduct Data Gathering for the VSU-PhilFIDA research-cum extension project.

Total Expenses: \_\_\_\_\_

Source of Funds \_\_\_\_\_

Transportation: [ ] University Vehicle  
[x] Public Conveyance

Noted/Verified:

**MILAGROS C. BALES**

Immediate Supervisor

RECOMMENDING APPROVAL:

**KAREN LUZ P. YAP**

DAEEx Head

**MARIA JULIET C. CENIZA**

VP for Research, Extension &amp; Innovation

APPROVED:

**EDGARDO E. TULIN**

President

- ☐ 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 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

- ☐ 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

**ROSEMARIE A. DECIO**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**MILAGROS C. BALES**

Immediate Supervisor



## VISAYAS STATE UNIVERSITY

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### TRAVEL REQUEST / ORDER

27-Jan-22

Date

Name : **MARIA ROSARIO C. LIPIAN** *Li pian*  
 Designation : **Research Assistant** Signature  
 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

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Source of Funds \_\_\_\_\_

Transportation: [ ] University Vehicle  
[x] Public Conveyance

Noted/Verified: *Milagros C. Bales*  
**MILAGROS C. BALES**  
 Immediate Supervisor

RECOMMENDING APPROVAL:

**KAREN LUZ P. YAP**  
 DAEx Head

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

APPROVED:

**EDGARDO E. TULIN**  
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*Li pian*  
**MARIA ROSARIO C. LIPIAN**  
 Name of Travelling Employee

Noted/verified except Clearance from Nurse :

*Milagros C. Bales*  
**MILAGROS C. BALES**  
 Immediate Supervisor






## VISAYAS STATE UNIVERSITY

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### TRAVEL REQUEST / ORDER

27-Jan-22

Date

Name : **ARCHILLE C. GALUPO**   
Designation : **Research Assistant** Signature  
Destination :

Feb.03-08,2022-Leyte Area: Baybay, Inopacan,  
Bato, Mahaplag, Abuyog, McArthur, Buraeun &  
La Paz

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Noted/Verified:

  
**MILAGROS C. BALES**

Immediate Supervisor

RECOMMENDING APPROVAL:

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DAEE Head

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**ARCHILLE C. GALUPO**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

  
**MILAGROS C. BALES**

Immediate Supervisor



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## TRAVEL REQUEST / ORDER

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

27-Jan-22

Date

Name

: **KRYSTEL KAYE CASINILLO**

Designation

: Research Assistant

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

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**MILAGROS C. BALES**

Immediate Supervisor

RECOMMENDING APPROVAL:

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DAEEx Head

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**EDGARDO E. TULIN**

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**KRYSTEL KAYE CASINILLO**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**MILAGROS C. BALES**

Immediate Supervisor