



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

03-Mar-22 Date Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/ **DHENBER C. LUSANTA** Name Signature Project Leader meeting (if applicable) Designation Certification from the organizer that social distancing Region 4A Destination March 30 to April 01, 2022 and other health/hygiene protocols against Covid 19 Date of Travel will be observed for the duration of the activity (if applicable) Courtesy Call to UPLB and Purpose Quarantine passes issued by the destination LGU Conduct Benchmarking and if possible, together with passes from LGUs Activities at Gourmet Farm enroute to the destination Tagaytay Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment Total Expenses: ACIAR-JDF/2021/375-ATGAP of the requesting party to religiously comply with Source of Funds [/] University Vehicle Transportation: health/hygiene protocols during the trip [Public Conveyance 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 Noted/Verified: DHENBER C 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 RECOMMENDING APPROVAL: prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus Certified Correct: In-charge of funds (If other than the DHENBER C. LUSANTA Dept/Office Head) Name of Travelling Employee

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

Noted/verified except Clearance from Nurse :

APPROVED:

EDGARDO E. TULIN President



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VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

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

	03-Mar-22	
Name Designation Destination Date of Travel Purpose	LUDIVICO B. RABIA Science Research Asssistant Region 4A March 30 to April 01, 2022 Courtesy Call to UPLB and Conduct Benchmarking Activities at Gourmet Farm Taggregatesy	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
Total Expenses: Source of Funds Transportation: Noted/Verified:	ACIAR-JDF/2021/375-ATGAP [/] University Vehicle [/] Public Conveyance DHENBER C. LUSANTA Office Head/Immediate Supervisor G APPROVAL:	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
	In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	LUDIVICO B. RABIA Name of Travelling Employee Noted/verified except Clearance from Nurse :
APPROVED:	EDGARDO E. TULIN	Name of Office Head/Supervisor

President





VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

03-Mar-22 Date

9	employee have no symptoms of Covid 19
Name Designation Destination Date of Travel Purpose HADASHA N. BONGAT Project Staff Signature Region 4A March 30 to April 01, 2022 Courtesy Call to UPLB and Conduct Benchmarking Activities at Gourmet Farm Tagaytay	Invitation from the organizer of the activity/conference meeting (if applicable) Certification from the organizer that social distance and other health/hygiene protocols against Covid will be observed for the duration of the activity (if a 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
Total Expenses: Source of Funds Transportation: ACIAR-JDF/2021/375-ATGAP [/] University Vehicle	necessity and urgency of the trip and commitmen of the requesting party to religiously comply with health/hygiene protocols during the trip Waiver from the employee concerned that he/she willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
Noted/Verified: ANGELITA L. PARADERO Office Head/Immediate Supervisor	Approved list of outputs between supervisor and employee to be delivered/accomplished during hi 14 days work from home scheme Clearance issued by the Nurse on duty 30 minute
RECOMMENDING APPROVAL:	prior to travel should be submitted to the guard of duty before allowing vehicle to go out of campus
DHENBER C. LUSANTA In-charge of funds (If other than the	Certified Correct:
Dept/Office Head)	HADASHA N. BONGAT Name of Travelling Employee
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :

APPROVED:

EDGARDO E. TULIN President

Medical Clearance from the VSU Infirmary that the no symptoms of Covid 19

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

he organizer of the activity/conference/ icable) m the organizer that social distancing n/hygiene protocols against Covid 19 for the duration of the activity (if applicable) ses issued by the destination LGU together with passes from LGUs estination ion from the requesting party duly immediate supervisor on the rgency of the trip and commitment g party to religiously comply with protocols during the trip

employee concerned that he/she is go self quarantine for 14 days, I be on work from home scheme outputs between supervisor and delivered/accomplished during his/her om home scheme ed by the Nurse on duty 30 minutes nould be submitted to the guard on

Name of Office Head/Supervisor





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VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

03-Mar-22 Date

Name Designation Destination : Date of Travel : Purpose :	GIDEON NEIL D. TAN Project Staff Region 4A March 30 to April 01, 2022 Courtesy Caii to UPLB and Conduct Benchmarking Activities at Gourmet Farm Tagaytay	Signature (3 gays)
Total Expenses: Source of Funds Transportation:	ACIAR-JDF/2021/375-ATGAF [/] University Vehicle [/] Public Conveyance	5
Noted/Verified:	ANGELITA L. PARAL Office Head/Immediate S	
RECOMMENDIN	G APPROVAL:	
	MOISES NEIL V. SE College Dean DHENBER C LUSA In-charge of funds (if other to Dept/Office Head)	INTA

MARIA JULIET C. CENIZA

VP for Research, Extension & 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 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

Certified Correct:

GIDEON NEIL D. TAN
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

duty before allowing vehicle to go out of campus

Name of Office Head/Supervisor





TRAVEL REQUEST / ORDER

03-Mar-22 Date

Date of Travel :	GRACIELLE DAWN L. GAMOTIN Project Staff Region 4A March 30 to April 01, 2022 Courtesy Call to UPLB and Conduct Benchmarking Activities at Gourmet Farm Tagaytay
Total Expenses:	
Source of Funds	ACIAR-JDF/2021/375-ATGAP
Transportation:	[/] University Vehicle
Transportation.	Public Conveyance
	Ab
	4
Noted/Verified:	
	ANGELITA L. PARADERO
	Office Head/Immediate Supervisor
RECOMMENDING	G APPROVAL:
	MOISES NEW V. SERINO
	College Dean
	al
	DHENBER C. LUSANTA
	In-charge of funds (of other than the
	Dept/Office Heat)

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN President



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0	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
j	
	Certified Correct:
	GRACIELLE DAWN L. GAMOTIN
	Name of Travelling Employee
	ranic of flatening Employee
	Noted/verified except Clearance from Nurse :
	Name of Office Head/Supervisor
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TRAVEL REQUEST / ORDER

03-Mar-22 Date

Name	DAISY JEAN C. LUSANTA	
Designation	Project Staff	Signature
Destination :	Region 4A	
Date of Travel :	March 30 to April 01, 2022 (3)	445) Ab
Purpose :	Courtesy Call to UPLB and	9/31
i diposo	Conduct Benchmarking	1.
	Activities at Gourmet Farm	
	Tagaytay	
Total Expenses:		
Source of Funds	ACIAR-JDF/2021/375-ATGAP	
Transportation:	[/] University Vehicle	
	Public Conveyance	
	D	
	7	
Noted/Verified:	100 100 100 100 100 100 100 100 100 100	
	HADASHA N. BONGA	
	Office Head/Immediate Sup	pervisor
RECOMMENDIN	G APPROVAL:	
	MOISES NEIL V. SERI	NO
		NU
	College Dean	
	DUENDED C LUCAN	TA
	DHENBER C. LUSAN	n the
	In-charge of funds (Vf other that	all tile

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN President

Dept/Office Head)



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Certified Correct:
DAISY JEAN C. LUSANTA Name of Travelling Employee
Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

