



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

# TRAVEL REQUEST / ORDER

03-Mar-22  
Date

Name: **DHENBER C. LUSANTA**  
Designation: **Project Leader** Signature  
Destination: **Region 4A**  
Date of Travel: **March 30 to April 01, 2022** (3 days)  
Purpose: **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  
☒ 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



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:

**DHENBER C. LUSANTA**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse:

Name of Office Head/Supervisor

*recomm. approval  
must follow health  
protocol strictly. Committed upon  
VSU system. COVID 19 from  
return to the University.  
J.T.W  
3/3/22*



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### TRAVEL REQUEST / ORDER

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

03-Mar-22  
Date

Name: **LUDIVICO B. RABIA**  
Designation: **Science Research Assistant**  
Destination: **Region 4A**  
Date of Travel: **March 30 to April 01, 2022**  
Purpose: **Courtesy Call to UPLB and Conduct Benchmarking Activities at Gourmet Farm Tagaytay**

Signature

Total Expenses:  
Source of Funds: **ACIAR-JDF/2021/375-ATGAP**  
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

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Certified Correct:

**LUDIVICO B. RABIA**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse:

Name of Office Head/Supervisor







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### TRAVEL REQUEST / ORDER

03-Mar-22  
Date

Name: **HADASHA N. BONGAT**  
Designation: **Project Staff** Signature  
Destination: **Region 4A**  
Date of Travel: **March 30 to April 01, 2022** (3 days)  
Purpose: **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  
☒ Public Conveyance

Noted/Verified:  
**ANGELITA L. PARADERO**  
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

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### Certified Correct:

**HADASHA N. BONGAT**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor





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TRAVEL REQUEST / ORDER

03-Mar-22  
Date

Name: GIDEON NEIL D. TAN  
Designation: Project Staff Signature  
Destination: Region 4A  
Date of Travel: March 30 to April 01, 2022 (3 days)  
Purpose: 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  
☒ Public Conveyance

Noted/Verified:  
ANGELITA L. PARADERO  
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



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Certified Correct:

GIDEON NEIL D. TAN  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor





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TRAVEL REQUEST / ORDER

03-Mar-22  
Date

Name: **GRACIELLE DAWN L. GAMOTIN**  
Designation: **Project Staff** Signature  
Destination: **Region 4A**  
Date of Travel: **March 30 to April 01, 2022** (3 days)  
Purpose: **Courtesy Call to UPLB and Conduct Benchmarking Activities at Gourmet Farm Tagaytay**

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Noted/Verified: **ANGELITA L. PARADERO**  
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

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Certified Correct:

**GRACIELLE DAWN L. GAMOTIN**  
Name of Travelling 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 days)**  
Purpose: **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  
☒ Public Conveyance

Noted/Verified: **HADASHA N. BONGAT**  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

**MOISES NEL 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

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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

