



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER ( For Faculty )

23-Jun-25  
Date

Name : ZYRA MAY H. CENTINO  
Designation : Study Leader  
Destination : Tuburan, Cebu and Bantayan, Cebu  
Date of Travel : July 5 - July 10, 2025  
Purpose : Conduct theory of change interview on women processors  
and seaweed farmers, and whiteshop.  
(VSU-CTU PROJECT)

*[Signature]*  
Signature

Total Expenses: \_\_\_\_\_  
Source of Funds : ViSCA Foundation for Agricultural  
and Rural Development, Inc (ViFARD)  
Transportation: ☐ University Vehicle  
☒ Public Conveyance

Noted/Verified: *[Signature]*  
LEMUEL S. PRECIADOS  
Office Head/Immediate Supervisor

### RECOMMENDING APPROVAL:

MARK C. RATILLA  
College Dean  
*[Signature]*  
ALLEN GLENNIE P. LAMBERT  
Project Leader

*[Signature]*  
SANTIAGO T. PEÑA JR.  
VP for Research & Extension

*[Signature]*  
ROTACIO S. GRAVOSO  
Vice Pres. Academic Affairs

### APPROVED:

*[Signature]*  
PROSE IVY G. YEPES  
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: *[Signature]*

ZYRA MAY H. CENTINO  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

*[Signature]*  
LEMUEL S. PRECIADOS  
Name of Office Head/Supervisor