

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

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TRAVEL REQUEST / ORDER

Date: August 28, 2025

Name : WARREN L. OBEDA

Designation : Instructor III *Signature*

Destination : International Technology Cooperation Center RDA, 300 Nongsaengmyeong-Ro, Wansan-Gu, Jeonju 54875 Republic of Korea

Date of Travel: October 19–25, 2025

Purpose : To attend 2025 Korea-Asia Food and Agriculture Cooperation Initiative (KoRAA) Short-term Training Program on Vegetable Production and Breeding Technology

Total Expenses: _____

Source of Fund: KoRAA

Transportation: ☐ University Vehicle ☒ Public Conveyance

Noted/Verified:

ED ALLAN L. ALCOBER
ED ALLAN L. ALCOBER
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

SUZETTE B. LINA
SUZETTE B. LINA
Dean/FAFS

SANTIAGO T. PEÑA JR.
VP Research, Ext'n & Innov

ROTACIO S. GRAVOSO
VP for Academic Affairs

APPROVED:

PROSE IVY G. YEPES
President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

WARREN L. OBEDA
WARREN L. OBEDA
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

ED ALLAN L. ALCOBER
ED ALLAN L. ALCOBER
Name of Office Head/Supervisor