

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Sept. 2, 2022 Date

Name : Designation : Destination : Date of Travel : Purpose :	ROMEL B. ARMECIN Director Sogod, So. Leyte Sept. 8-9, 2022 To attend SOAR Project Report Workshop	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
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	of the requesting party to religiously comply with
		health/hygiene protocols during the trip Waiver from the employee concerned that he/she is
Noted/Verified	MARIA JULIET C. CENIZA Office Head/Immediate Supervisor	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
RECOMMENDIN	G APPROVAL:	14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
	ROMEL B. ARMECIN	prior to travel should be submitted to the guard on
	NOWEL D. PARINEON	duty before allowing vehicle to go out of campus
	In-charge of funds (In-charge	Certified Correct:
	Depromice Head)	
		Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	New York 11 110
*	President	Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

EDGARDO E. TULIN

President

Sept. 2, 2022 Date

			Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name :	LUZ O. MORENO	n-	Invitation from the organizer of the activity/conference
Designation :	Project Leader () s	ignature	meeting (if applicable)
Destination :	Sogod, So. Leyte		Certification from the organizer that social distancing
Date of Travel :	Sept. 8-9, 2022		and other health/hygiene protocols against Covid 19
Purpose :	To attend SOAR Project Report Workshop		will be observed for the duration of the activity
	vvoikshop		(if applicable)
		L	Quarantine passes issued by the destination LGU
			and if possible, together with passes from LGUs enroute to the destination
Total Expenses:			Strong justification from the requesting party duly
Source of Funds			endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle		necessity and urgency of the trip and commitment
	[] Public Conveyance		of the requesting party to religiously comply with
			health/hygiene protocols during the trip
			Waiver from the employee concerned that he/she is
Noted/Verified	1: / / W		willing to undergo self quarantine for 14 days,
	ROMEL B. ARMECIN		while he/she will be on work from home scheme
	Office Head/mmediate Supervisor		Approved list of outputs between supervisor and
	1,		employee to be delivered/accomplished during his/he
RECOMMENDIN	G APPROVAL:	-	14 days work from home scheme
		L	Clearance issued by the Nurse on duty 30 minutes
	ROMEL'B. ARMECIN		prior to travel should be submitted to the guard on
			duty before allowing vehicle to go out of campus
	NA NA		0
	In-charge of funds (If other than the		Certified Correct:
	Dept/Office Head)		
			Name of Travelling Employee
	MARIA JULIET C. CENIZA		•
	VP for Research, Extension & Innovation		
			Noted/verified except Clearance from Nurse :
ADDDAVED.			

VISAYAS STATE UNIVERSITY

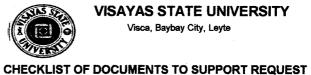
Visca, Baybay City, Leyte

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

Name of Office Head/Supervisor



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

Sept. 2, 2022 Date

			Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name :	JEDESS MILADEL N. SALOMON	James T	Invitation from the organizer of the activity/conference
Designation :	Project Leader	Signature	meeting (if applicable)
Destination :	Sogod, So. Leyte		Certification from the organizer that social distancing
Date of Travel	Sept. 8-9, 2022		and other health/hygiene protocols against Covid 19
Purpose :	To attend SOAR Project Report	•	will be observed for the duration of the activity
·	Workshop	•	(if applicable)
			Quarantine passes issued by the destination LGU
		<u> </u>	and if possible, together with passes from LGUs enroute to the destination
Total Expenses:			Strong justification from the requesting party duly
Source of Funds			endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle		necessity and urgency of the trip and commitment
	[] Public Conveyance		of the requesting party to religiously comply with
Noted/Verified	d: ROME B. ARMECIN. Office Head/Immediate Supervis	sor	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
RECOMMENDIN	IG APPROVAL:		employee to be delivered/accomplished during his/hei 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
	ROMEU B. ARMECIN		prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
	In-charge of funds (f other than the Dept/Office Head)		Certified Correct:
	MADIA IIII IET C CENIZA		Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	n .	
			Noted/verified except Clearance from Nurse :
APPROVED:		,	
	EDGARDO E. TULIN		Name of Office Head/Supervisor



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

Sept. 2, 2022 Date

		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name :	MARY CRIS F. PLEÑOS	Invitation from the organizer of the activity/conference/
Designation :	Project Leader Signature	meeting (if applicable)
Destination :	Sogod, So. Leyte	Certification from the organizer that social distancing
Date of Travel	Sept. 8-9, 2022	and other health/hygiene protocols against Covid 19
Purpose :	To attend SOAR Project Report	will be observed for the duration of the activity
	Workshop	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	of the requesting party to religiously comply with
	, (health/hygiene protocols during the trip
	hul.	Waiver from the employee concerned that he/she is
Noted/Verified	/ 1	willing to undergo self quarantine for 14 days,
	ROMEL B. ARMECIN	while he/she will be on work from home scheme
	Office Head/In mediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/her
RECOMMENDIN	IG APPROVAL:	14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
	ROMEL B. ARMECIN A	prior to travel should be submitted to the guard on
		duty before allowing vehicle to go out of campus
	N.A	
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	Geruneu Goriect.
	Departmee rieday	
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E TULIN	

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

Name of Office Head/Supervisor