

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

EDGARDO E. TULIN President

June 28, 2022 Date

	Date	
	V	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name	DHENBER C. LUSANTA	Invitation from the organizer of the activity/conference/
Designation	Project Leader Signature	meeting (if applicable)
Destination	Baybay City, Leyte	Certification from the organizer that social distancing
Date of Travel:	June 28, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Attend meeting at City Agriculture, Baybay City.	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
otal Expenses:		necessity and urgency of the trip and commitment
Source of Funds:	ACIAR-JDF/2021/375-ATGAP-LUSANTA	of the requesting party to religiously comply with
ransportation:	[] University Vehicle	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
Noted/Verified:	1/	Approved list of outputs between supervisor and
	DHENBER C. LUSANTA	employee to be delivered/accomplished during his/her
	Office Head/Immediate Supervisor	14 days work from home scheme
RECOMMENDING	APPROVAL	Clearance issued by the Nurse on duty 30 minutes
RECOMMENDING	SAPPROVAL.	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
		duty before allowing verifice to go out or campus
	La characte founds / If other than the	Certified Correct
	In-charge of funds (If other than the Dept/Office Head)	DHENBER C. LUSANTA
	Deptronice riead)	Name of Travelling Employee
		Tame of the game o
	MADIA HILIET C CENIZA	V
	MARIA JULIET C. CENIZA	47
	VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
PPROVED:		

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

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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

June 28, 2022 Date

	Date	
		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name	Science Research Asssistant Signature	Invitation from the organizer of the activity/conference/meeting (if applicable)
Designation		Certification from the organizer that social distancing
	Baybay City, Leyte	
Date of Travel:	June 28, 2022	and other health/hygiene protocols against Covid 19
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Source of Funds	ACIAR-JDF/2021/375-ATGAP-LUSANTA	of the requesting party to religiously comply with
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1 - 4 - al A / - wifi - al .	\/	Approved list of outputs between supervisor and
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	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	
		LUDIVICO B. RABIA
	(If other than the Dept/Office Head)	Name of Travelling Employee
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	Noted/verified except/Clearance from Nurse :
	VP for Research, Extension & Innovation	
APPROVED:		DHENBER C. LUSANTA
	EDGARDO E. TULIN	Name of Office Head/Supervisor
	President	Microsoftware - mail 1 to 500000000 5 to 500000000 to 50000000000