

#### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

#### TRAVEL REQUEST / ORDER

President

July 6, 2023 Date

1	Medical Clearance from the VSO infirmary that the
h.	employee have no symptoms of Covid 19
ODELO B. BALDOS  Designation  AG.TECH. II	Invitation from the organizer of the activity/conference/meeting (if applicable)
Destination : CAD, BRGY, SAN PABLO, ORMOC Date of Travel : July 11, 12, 19 & 26, 2023  Purpose : To conduct Month-Long Hands-on Tr	and other health/hygiene protocols against Covid 19
on Indigenous Micro-Organism 6 (IMC	<u>06)</u>
<u>Production</u>	(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 necessity and urgency of the trip and commitment
Fransportation: [ ] University Vehicle [ ] Public Conveyance	of the requesting party to religiously comply with
[ ] Fublic Conveyance	health/hygiene protocols during the trip
	Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days,
JEROME O. ARRIBADO	while he/she will be on work from home scheme
Office Head/Immediate Superviso	
	employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:	14 days work from home scheme
	Clearance issued by the Nurse on duty 30 minutes
VP for Academic Affairs	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
VP for Academic Atlans	duty before allowing vehicle to go out or campus
In-charge of funds ( If other than the	Certified Correct:
Dept/Office Head)	
	ODELO B. BALDOS
MARIA JULIET C. CENIZA	Name of Traveling Employee
VP for Research, Extension & Innovation	n
The state of the s	•
	Noted/verified except Clearance from Nurse:
APPROVED:	
EDGARDO E. TULIN	

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

# TRAVEL REQUEST / ORDER

July 6, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	~ ~1	employee have no symptoms of Covid 19
Name Designation	JOLLIVIE A. CURAY SRA Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination :	CAD, BRGY. SAN PABLO, ORMOC CITY July 11, 12, 19 & 26, 2023	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	To conduct Month-Long Hands-on Training on Indigenous Micro-Organism 6 (IMO6)	will be observed for the duration of the activity
	Production	(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 endorsed by the immediate supervisor on the
Source of Funds Transportation:	[ ] University Vehicle	necessity and urgency of the trip and commitment
Transportation.	[ ] Public Conveyance	of the requesting party to religiously comply with
	<u> </u>	health/hygiene protocols during the trip
	( )	Waiver from the employee concerned that he/she is
Noted/Verified		willing to undergo self quarantine for 14 days,
	JEROME Ö. ARRIBADO	while he/she will be on work from home scheme  Approved list of outputs between supervisor and
	Office Head/Immediate Supervisor	employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds ( If other than the	Certified Correct:
	Dept/Office Head)	James
		JOLLIVIE A. CURAY
	MADIA HILLET C CENTA	Name of Traveling Employee
e	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	/
APPROVED:	3	Noted/verified except Clearance from Nurse:
APPROVED.	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor

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President

July 6, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	f.	employee have no symptoms of Covid 19
Name Designation	HERBERT REBOJO SRA Signature	Invitation from the organizer of the activity/conference, meeting (if applicable)
Destination : Date of Travel : Purpose :	CAD, BRGY. SAN PABLO, ORMOC CITY July 11, 12, 19 & 26, 2023 To conduct Month-Long Hands-on Training	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity
urpose .	on Indigenous Micro-Organism 6 (IMO6) Production	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs enroute to the destination
Fotal Expenses:	I. I. University Vehicle	Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
Fransportation:	[ ] University Vehicle [ ] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
Noted/Verified	JEROME O. ARRIBADO	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
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds ( If other than the	Certified Correct:
	Dept/Office Head)	HERBERT REBOJO
		Name of Traveling Employee
6	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	
APPROVED:		Noted/verified except Clearance from Nurse :
The second secon	EDGARDO E. TULIN	

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Name of Office Head/Supervisor