

### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

#### TRAVEL REQUEST / ORDER

(For Faculty)

Feb. 07, 2022 Date

Name :	KAREN LUZ P. YAP				
Designation :	DAEEx Head	Signature			
Destination :					
Date of Travel :	Feb. 10-11, 2022				
Purpose :	To serve as the resource person for the whole duration of the training				
Total Expenses: Source of Funds Transportation:	[ ] University Vehicle [X] Public Conveyance				
Noted/Verified:  VICTOR B. ASIO					
	Immediate Supervisor				
RECOMMENDING APPROVAL:					
	MARIA JULIET C. CENIZA				
	VP for Research, Extension & Inn	ovation			
APPROVED:					

EDGARDO E. TULIN
President



### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

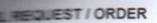
Medical Clearance from the VSU Infirmary that the
employee have no symptoms of Covid 19
Invitation from the organizer of the activity/conference, meeting (if applicable)
Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
will be observed for the 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:

Noted/verified except Clearance from Nurse :

KAREN LUZ P. YAP
Name of Travelling Employee

VICTOR B. ASIO

Name of Office Head/Supervisor



(For Faculty)

Feb. 07, 2022 Date

			/
	Name	MILAGROS C. BALES	MOle
	Designation	Assoc. Prof. V	Signature
	Destination :	Tacloban City	
-	Date of Travel :	February 10-11, 2022	
	Purpose :	To oversee the conduct of Capal	oility
		Building 2 Training and confer w	
		PhilFIDA RD Engr. Sinahon re co	
		VSU-PhilFIDA Research-cum-Ex	
		project.	
Total Exp	Total Expenses:		
Source o	Source of Funds		
Transpor	Transportation:	[ ] University Vehicle	
		[ X ] Public Conveyance	
Noted/	Noted/Verified:		
		KAREN LUZ P. YAP Office Head/Immediate Supe	rvisor
RECOMI	RECOMMENDING APPROVAL:		
	V	MARIA JULIET C. CENIZA  P for Research, Extension & Innov	vation
APPR(	APPROVED:		
		EDGARDO E. TULIN	
	President		



### VISAYAS STATE UNIVERSIT

Visca, Baybay City, Leyte

# 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/confered meeting (if applicable) Certification from the organizer that social distance and other health/hygiene protocols against Covid 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 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 hid 14 days work from home scheme Clearance issued by the Nurse on duty 30 minute prior to travel should be submitted to the guard or duty before allowing vehicle to go out of campus
Certified Correct:  MILAGROS C. BALES
Name of Travelling Employee
aniprojes
Noted/verified except Clearance from Nurse :
KAREN LUZ P. YAP

Name of Office Head/Supervisor



# CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

# TO GO ON TRAVEL (please check):

FATIMA T. BALIÑA

Assoc. Prof. II

Tacloban City

February 10-11, 2022

To serve as resource person and help
facilitate the training

Total Expenses:
Source of Funds
Transportation:

[ ] University Vehicle
[ X ] Public Conveyance

Noted/Verified:

KAREN LUZ P. YAP
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

APPROVED:

PI

EDGARDO E. TULIN

President

er

**Certified Correct:** 

FATIMA T. BALINA

Name of Travelling Employee

Noted/verified except Clearance from Nurse:

KAREN LUZ P. YAP

Name of Office Head/Supervisor



### **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

## CHECKLIST OF DOCUMENTS TO SUPPORT REQUES

TO GO ON TRAVEL (please check):

#### FST / ORDER

(For Faculty)

Feb. 07, 2022 Date

Date	
Name : AIZA C. ORACION  Designation : Instructor I Signature  Destination : Tacloban City  Date of Travel : February 10-11, 2022  Purpose : Coordinate and facilitate the conduct of capability building 2 training	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)
Total Expenses: Source of Funds Transportation:  [ ] University Vehicle	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
[ X ] Public Conveyance  Noted/Verified:  KAREN LUZ P. YAP  Office Head/Immediate Supervisor	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/health days work from home scheme
RECOMMENDING APPROVAL:	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
MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	Certified Correct:  AIZA C. ORACION  Name of Travelling Employee
APPROVED:  EDGARDO E. TULIN  President	Noted/verified except Clearance from Nurse :  KAREN LUZ P. YAP  Name of Office Head/Supervisor