



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

( For Faculty)

Feb. 07, 2022

Date

Name : KAREN LUZ P. YAP  
Designation : DAEEEx Head  
Destination : Tacloban City  
Date of Travel : Feb. 10-11, 2022  
Purpose : To serve as the resource person  
for the whole duration of the  
training

  
Signature

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 & Innovation

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:

  
KAREN LUZ P. YAP  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

VICTOR B. ASIO  
Name of Office Head/Supervisor

# TRAVEL REQUEST / ORDER

(For Faculty)

Feb. 07, 2022  
Date

Name : **MILAGROS C. BALES**  
Designation : **Assoc. Prof. V**  
Destination : **Tacloban City**  
Date of Travel : **February 10-11, 2022**  
Purpose : **To oversee the conduct of Capability Building 2 Training and confer with the PhilFIDA RD Engr. Sinahon re conduct of VSU-PhilFIDA Research-cum-Extension project.**

Signature

Total Exp :  
Source of Funds :  
Transportation : [ ] University Vehicle  
[ X ] Public Conveyance

Noted/Noted/Verified:

**KAREN LUZ P. YAP**  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

**MARIA JULIET C. CENIZA**  
VP for Research, Extension & Innovation

APPROVED:

**EDGARDO E. TULIN**  
President



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

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Certified Correct:

**MILAGROS C. BALES**  
Name of Travelling Employee

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):

Feb. 07, 2022  
Date**FATIMA T. BALIÑA**

Assoc. Prof. II

Signature

Tacloban City

Date of Travel

February 10-11, 2022

Purpose

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 &amp; Innovation

APPROVED:

**EDGARDO E. TULIN**

President

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Certified Correct:

**FATIMA T. BALIÑA**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**KAREN LUZ P. YAP**

Name of Office Head/Supervisor



TRAVEL REQUEST / ORDER  
( For Faculty )

Feb. 07, 2022  
Date

Name : AIZA C. ORACION  
Designation : Instructor I  
Destination : Tacloban City  
Date of Travel : February 10-11, 2022  
Purpose : Coordinate and facilitate the conduct of  
capability building 2 training

Signature

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:

EDGARDO E. TULIN  
President

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Certified Correct:

AIZA C. ORACION  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

KAREN LUZ P. YAP  
Name of Office Head/Supervisor