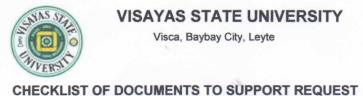


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

Feb. 2, 2024 Date

	Medical Clearance from the VSU Infirmary that the
9 -	employee have no symptoms of Covid 19
Name LILIAN B. NUÑEZ Designation Project Staff Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination Sudlon I and II, Cebu City	Certification from the organizer that social distancing
Date of Travel: Feb. 6 - 8, 2024	and other health/hygiene protocols against Covid 19
Purpose : To Conduct Social Network Analysis in Sudlon I & II Cebu City Vegetable Farmers for an inclusive vegetable value chain case study	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 377-ACIAR-CSIRO-PROJECT	endorsed by the immediate supervisor on the
Transportation: [] University Vehicle	necessity and urgency of the trip and commitment
[X] Private Vehicle	of the requesting party to religiously comply with
[] Public 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,
MOISES NEIL V. SERIÑO	while he/she will be on work from home scheme
Immediate Supervisor	Approved list of outputs between supervisor and
RECOMMENDING APPROVAL:	employee to be delivered/accomplished during his/her
	14 days work from home scheme
	Clearance issued by the Nurse on duty 30 minutes
MOISES NEIL V. SERIÑO	prior to travel should be submitted to the guard on
ANTONIO P. ABAMO	duty before allowing vehicle to go out of campus
In-charge of funds (If other than the	Certified Correct:
Dept/Office Head)	
	Mine
	LILIAN B. NUÑEZ
VP for REI BEATRIZ S. BELONIAS VP for AA	Name of Travelling Employee
	Noted/verified except Clearance from Nurse :
APPROVED:	Trotog/refined except elegianee from Hurse .
EDGARDO E. TULIN	
President	Name of Office Head/Supervisor