



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

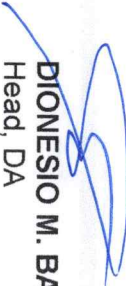
August 09, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

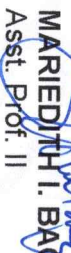
Dear Dr. Tulin:

I would like to recommend **Ms. Mariedith I. Bagarinao** to act as an Officer In-Charge of the Department of Agronomy on August 10, 2023 or until my return to office. On this date, I will be on travel.

As an OIC, **Ms. Bagarinao** is authorized to discharge the duties and responsibilities of the Department Head, in addition to her regular tasks as Faculty.


DIONESIO M. BAÑOC
Head, DA

Conforme:


MARIEDITH I. BAGARINAO
Asst. Prof. II

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President

DEPARTMENT OF AGRONOMY
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VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: August 09, 2023

Name : **DIONESIO M. BAÑOC**
Designation : **PROF. III** *Signature*
Destination : **Poblacion, Albueria, Leyte**
Date of Travel : **August 10-11, 2023**
Purpose : **To conduct lecture on the topic**
(Ratooning Technology Management in
Rice During the Dry and Wet Season in
Eastern Visayas)

Total Expenses:

Source of Fund: **(Official Business only)**

Transportation: ☐ University Vehicle ☐ Public Conveyance

Noted/Verified:

VICTOR B. ASIO

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO

College Dean

In-Charge of Funds (if other than Office Head)

N/A

MARIA JULET C. CENIZA **BEATRIZ S. BELONIAS**
VP Research, Ext'n & Innov *VP for Academic Affairs*

APPROVED:

EDGARDO E. TULIN
University President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

Signature
DIONESIO M. BAÑOC
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO
Name of Office Head/Supervisor