

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

7/27/2022 Date

	54.0	Madical Classense from the VCI I Infirmaty that the
	0 11	Medical Clearance from the VSU Infirmary that the
	(14 16)	employee have no symptoms of Covid 19
Name	JEROME O. ARRIBADO	Invitation from the organizer of the activity/conference/
Designation	Instructor I Signature	meeting (if applicable)
Destination:	Department of Agriculture, Merida, Leyte	Certification from the organizer that social distancing
Date of Travel :	July 29, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Culmination on the Hands-on	will be observed for the duration of the activity
	training on Biofertilizer production	(if applicable)
	and Natural Farming Concoctions	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	* / Allei / abiala	endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
Transportation:	[/] University Vehicle	of the requesting party to religiously comply with
	[] Public Conveyance	health/hygiene protocols during the trip
	α μ	Waiver from the employee concerned that he/she is
Noted/Verified	d: (willing to undergo self quarantine for 14 days,
110100, 1011110	DHENBER C. LUSANTA	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
RECOMMENDIN	IG 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
		duty before allowing vehicle to go out of campus
	In the same of fixed a / If other than the	Certified Correction
	In-charge of funds (If other than the Dept/Office Head)	Certified Correction
	Depl/Office Head)	JEROME O. ARRIBADO
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	The following special states and the states of the special states and the states are special states are special states and the states are special state
-	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor





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6/23/2022

	Date	-	
	1	The same of the sa	edical Clearance from the VSU Infirmary that the
	3.	en	nployee have no symptoms of Covid 19
-	ODELO B. BALDOS Ag.Tech.II Signature	/	vitation from the organizer of the activity/conference/ eeting (if applicable)
Destination :	Department of Agriculture, Merida, Leyte July 29, 2022	Ce	ertification from the organizer that social distancing ad other health/hygiene protocols against Covid 19
	Culmination of training on	wi	Il be observed for the duration of the activity
	Biofertilizer production and Natural Farming Concoctions	_	f applicable) uarantine passes issued by the destination LGU
		The Real Property lies, the Person lies,	nd if possible, together with passes from LGUs
			route to the destination
Total Expenses: Source of Funds		er	rong justification from the requesting party duly adorsed by the immediate supervisor on the
- 11 TO THE PROPERTY OF THE PARTY OF THE PAR	[/] University Vehicle		cessity and urgency of the trip and commitment the requesting party to religiously comply with
	[] Public Conveyance		ealth/hygiene protocols during the trip
Noted/Verified:	DHENBER C. LUSANTA	W wi	aiver from the employee concerned that he/she is ling to undergo self quarantine for 14 days, hile he/she will be on work from home scheme
	Office Head/Immediate Supervisor		proved list of outputs between supervisor and
	·		imployee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:			days work from home scheme earance issued by the Nurse on duty 30 minutes
			ior to travel should be submitted to the guard on
		dı	ity before allowing vehicle to go out of campus
	In-charge of funds (If other than the		Certified Correct:
	Dept/Office Head)		
			ODELO B. BALDOS Name of Travelling Employee
*	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation		Name of Fravening Employee
		N	oted/verified except Clearance from Nurse :
APPROVED:		140	
	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

6/23/2022 Date

		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name	JOLLIVIE A. CURAY	Invitation from the organizer of the activity/conference/
Designation	Science Research Assistant Signature	meeting (if applicable)
Destination : Date of Travel :	Department of Agriculture, Merida, Leyte July 29, 2022	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	Culmination of the training on Biofertilizer production and Natural	will be observed for the duration of the activity
	Farming Concoctions	(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
Transportation:	[] University Vehicle	necessity and urgency of the trip and commitment
	[/] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
	0.0.11	Waiver from the employee concerned that he/she is
Noted/Verified	d: (M-AMN)	willing to undergo self quarantine for 14 days,
Trotour vormo	DHENBER C. LUSANTA	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 duty before allowing vehicle to go out of campus
		duty before allowing verticle to go out of campus
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	JOLLIVIE A. CURAY
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
•	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head/Supervisor
	Dresident	Name of Chice Heart/Silber/ISOr





Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

6/23/2022 Date

		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name Designation Destination: Date of Travel: Purpose:	DHENBER C. LUSANTA OIC Director Signature Department of Agriculture, Merida, Leyte July 29, 2022 Culmination of training on Biofertilizer production and Natural Farming Concoctions	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
Total Expenses: Source of Funds Transportation: Noted/Verified	MARIA JULIET C. CENIZA Office Head/Immediate Supervisor	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
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct: DHENBER C. LUSANTA Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
APPROVED:		Noted/verified except Clearance from Nurse :
	EDGARDO E. TULIN	

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):