

Visca, Baybay City, Leyte

President

TRAVEL REQUEST / ORDER

11-Jul-22 Date

	Medical Clearance from the VSU Infirmary that the
Λ μ	employee have no symptoms of Covid 19
Name Designation Destination Date of Travel Purpose Monitor Farmers Association who participated the training on Biofertilizer production and Natural farming Inputs &	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)
coordinate with MAGPANGUAPA	Quarantine passes issued by the destination LGU
Barangays to discuss the continuation of the	and if possible, together with passes from LGUs
Total Expenses: Source of Funds Transportation: [/] University Vehicle [] Public Conveyance Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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/health 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
	- A
In-charge of funds (If other than the	Certified Correct:
Dept/Office Head)	JEROME O. ARRIBADO 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
President	Manie of Office Fload Cape Floa

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):





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President

TRAVEL REQUEST / ORDER

11-Jul-22 Date

	Date	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Designation S Destination : E	SRA Baybay, City July 13, 2022	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
Σ Σ Σ <u>Σ</u>	Monitor Farmers Association who participated the training on Biofertilizer production and Natural farming Inputs & coordinate with MAGPANGUAPA Barangays to discuss the continuation of the extension activities which was ended bec. of the pandemic	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: Source of Funds Transportation:	[/] University Vehicle [] Public Conveyance	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
Noted/Verified:	DHENBER C. LUSANTA Office Head/Immediate Supervisor	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)	JOLLIVIE A.CURAY Name of Travelling Employee
-	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
APPROVED:	FROARRO E THUN	

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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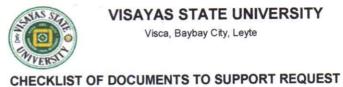
Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):





Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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	Medical Clearance from the VSU Infirmary that the
	employee have no symptoms of Covid 19
ODELO B. BALDOS AG.TECH II Baybay City, Leyte Date of Travel Purpose Monitor Farmers Association who participated the training on Biofertilizer production and Natural farming Inputs & coordinate with MAGPANGUAPA	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
Barangays to discuss the continuation of the extension activities which was ended bec. of the pandemic. Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance	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
Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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/he 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) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	ODELO B. BALDOS Name of Travelling Employee
	Noted/verified except Clearance from Nurse :
APPROVED: EDGARDO E. TULIN President	Name of Office Head/Supervisor
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Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

11-Jul-22 Date

			Medical Clearance from the VSU Infirmary that the
			employee have no symptoms of Covid 19
Name	MAREJEN A. VILLAREMO		Invitation from the organizer of the activity/conference
Name Designation	Instructor I Signature		meeting (if applicable)
Destination :	Baybay, City		Certification from the organizer that social distancing
Date of Travel :	July 13, 2022		and other health/hygiene protocols against Covid 19
Purpose :	Monitor Farmers Association who participated the training on Biofertilizer		will be observed for the duration of the activity
	production and Natural farming Inputs &		(if applicable)
	coordinate with MAGPANGUAPA		Quarantine passes issued by the destination LGU
	Barangays to discuss the continuation of the		and if possible, together with passes from LGUs
	extension activities which was ended bec. of		enroute to the destination
	the pandemic		Strong justification from the requesting party duly
Total Expenses:			endorsed by the immediate supervisor on the
Source of Funds Transportation:	[/] University Vehicle		necessity and urgency of the trip and commitment
Transportation.	[] Public Conveyance		of the requesting party to religiously comply with
	[]. dame convolution		health/hygiene protocols during the trip
	V		Waiver from the employee concerned that he/she is
Noted/Verified	d:		willing to undergo self quarantine for 14 days,
	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/he
RECOMMENDIN	G 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 or campus
	In-charge of funds (If other than the		Certified Correct:
	Dept/Office Head)		
	,		MAREJEN A. VILLAREMO
			Name of Travelling Employee
	MARIA JULIET C. CENIZA 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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		Medical Clearance from the VSU Infirmary that the
	V	employee have no symptoms of Covid 19
Name	DHENBER C. LUSANTA	Invitation from the organizer of the activity/conference
Designation	Instructor III Signature	meeting (if applicable)
Destination :	Baybay, City	Certification from the organizer that social distancing
Date of Travel :	July 13, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Monitor Farmers Association who	will be observed for the duration of the activity
	participated the training on Biofertilizer	(f F11-)
	production and Natural farming Inputs &	(if applicable)
	coordinate with MAGPANGUAPA	Quarantine passes issued by the destination LGU
	Barangays to discuss the continuation of the	and if possible, together with passes from LGUs
	extension activities which was ended bec. of	enroute to the destination
T. (. F	the pandemic	Strong justification from the requesting party duly
Total Expenses: Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[/] University Vehicle	necessity and urgency of the trip and commitment
Transportation.	[] Public Conveyance	of the requesting party to religiously comply with
		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,
	MARIA JULIET C. CENIZA	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	G 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)	A
	Dopu o mod r roddy	DHENBER C. LUSANTA
		Name of Travelling Employee
-	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	V
		Note that the second Observation States
A DDD 01/55		Noted/verified except Clearance from Nurse:
APPROVED:	EDCARDO E TIUM	
	EDGARDO E. TULIN President	Name of Office Head/Supervisor
	FIESIGEIL	Natifie of Office fleathoupervisor