



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

11-Jul-22

Date



# 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

Name

**JEROME O. ARRIBADO**

Signature

Designation

Instructor I

Destination :

Baybay, City

Date of Travel :

July 13, 2022

Purpose :

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.

Total Expenses:

Source of Funds

Transportation:

[ / ] University Vehicle

[ ] Public Conveyance

Noted/Verified:

**DHENBER C. LUSANTA**

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

In-charge of funds ( If other than the Dept/Office Head)

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

APPROVED:

**EDGARDO E. TULIN**

President

Certified Correct:

**JEROME O. ARRIBADO**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

### TRAVEL REQUEST / ORDER

11-Jul-22

Date

Name

**JOLLIVIE A. CURAY**

Designation

SRA

Destination :

Baybay, City

Date of Travel :

July 13, 2022

Purpose :

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

Signature

Total Expenses:

Source of Funds

Transportation:

[ / ] University Vehicle

[ ] Public Conveyance

Noted/Verified:

**DHENBER C. LUSANTA**

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

In-charge of funds ( If other than the  
Dept/Office Head)

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

APPROVED:

**EDGARDO E. TULIN**

President



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Certified Correct:

**JOLLIVIE A. CURAY**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

\_\_\_\_\_  
Name of Office Head/Supervisor





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Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

11-Jul-22  
Date

Name: ODELO B. BALDOS  
Designation: AG.TECH II  
Destination: Baybay City, Leyte  
Date of Travel: July 5, 2022 July 13, 2022  
Purpose: 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.  
Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: [ ] University Vehicle  
[ ] Public Conveyance

Noted/Verified:

DHENBER C. LUSANTA  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

\_\_\_\_\_  
In-charge of funds ( If other than the  
Dept/Office Head)

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

APPROVED:

EDGARDO E. TULIN  
President



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Certified Correct:

ODELO B. BALDOS  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

\_\_\_\_\_  
Name of Office Head/Supervisor



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

### TRAVEL REQUEST / ORDER

11-Jul-22  
Date

Name: MAREJEN A. VILLAREMO  
Designation: Instructor I  
Destination: Baybay, City  
Date of Travel: July 13, 2022  
Purpose: 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.  
Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: [ / ] University Vehicle  
[ ] Public Conveyance

Noted/Verified:

DHENBER C. LUSANTA  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

\_\_\_\_\_  
In-charge of funds ( If other than the  
Dept/Office Head)

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

APPROVED:

EDGARDO E. TULIN  
President



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Certified Correct:

MAREJEN A. VILLAREMO  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

\_\_\_\_\_  
Name of Office Head/Supervisor





## VISAYAS STATE UNIVERSITY

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### TRAVEL REQUEST / ORDER

11-Jul-22  
Date

Name: **DHENBER C. LUSANTA**  
Designation: Instructor III Signature  
Destination: Baybay, City  
Date of Travel: July 13, 2022  
Purpose: 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.  
Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: [ / ] University Vehicle  
[ ] Public Conveyance

Noted/Verified:

**MARIA JULIET C. CENIZA**  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

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

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**DHENBER C. LUSANTA**  
Name of Travelling Employee

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