

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**9/2/2022  
Date

Name : **Melodina P. Edullantes** *mgdullantes*  
Designation : **Science Research Specialist** Signature  
Destination : **Tacloban City**  
Date of Travel : **September 7, 2022**  
Purpose : **To conduct MELLPI monitoring and evaluation of LGU and Nutrition Focal Points.**

Total Expenses: \_\_\_\_\_  
Source of Funds : **NNC VIII**  
Transportation: [ ] University Vehicle  
[ x ] Public Conveyance

Noted/Verified: *Lilian B. Nuñez*  
**LILIAN B. NUÑEZ**  
Immediate Supervisor

RECOMMENDING APPROVAL: *Lilian B. Nuñez*  
**LILIAN B. NUÑEZ**  
Dept. Head/Director

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

\_\_\_\_\_  
VP for Res, Extn. & Innovation

APPROVED: **EDGARDO E. TULIN**  
President

**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

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:**

*mgdullantes*  
**MELODINA P. EDULLANTES**  
Travelling Employee

Noted/verified except Clearance from Nurse :

*Lilian B. Nuñez*  
**LILIAN B. NUÑEZ**  
Name of Office Head/Supervisor





# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

9/2/2022

Date

Name : Saloma B. Gisulga *Signature*  
Designation : Science Research Specialist  
Destination : Tacloban City  
Date of Travel : September 7, 2022  
Purpose : To conduct MELLPI monitoring and evaluation of LGU and Nutrition Focal Points.

Total Expenses:

Source of Funds NNC VIII

Transportation: [ ] University Vehicle  
[ x ] Public Conveyance

Noted/Verified:

*Signature*  
LILIAN B. NUÑEZ  
Immediate Supervisor

RECOMMENDING APPROVAL:

*Signature*  
LILIAN B. NUÑEZ  
Dept. Head/Director

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

VP for Res, Extn. & Innovation

APPROVED:

EDGARDO E. TULIN  
President



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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- ☐ 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*  
SALOMA B. GISULGA  
Travelling Employee

Noted/verified except Clearance from Nurse :

*Signature*  
LILIAN B. NUÑEZ  
Name of Office Head/Supervisor





Republika ng Pilipinas  
KAGAWARAN NG KALUSUGAN  
**PAMBANSANG SANGGUNIAN SA NUTRISYON**  
(NATIONAL NUTRITION COUNCIL)

Regional Office No. 8  
Government Center, Candahug, Palo, Leyte



OP# 1782  
9/2/22

September 2, 2022

**Dr. EDGARDO E. TULIN**

University President  
Visayas State University  
Baybay City, Leyte

Dear **President Tulin**,

*Greetings of Health and Nutrition from the National Nutrition Council VIII!*

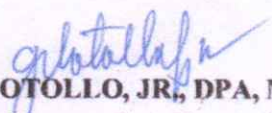
The National Nutrition Council (NNC), as the highest policy-making and coordinating body for nutrition, is mandated, among others, to monitor and appraise the progress of the implementation of the Philippine Plan of Action for Nutrition (PPAN) at various levels. To fulfill this mandate, NNC annually conducts the Monitoring and Evaluation of Local Level Plan Implementation, or MELLPI, to monitor and evaluate the performance of local government units (LGUs) and Local Nutrition Focal Points (LNFPS) in promoting nutrition security vis-à-vis nutrition outcomes.

Considering this, the NNC VIII interagency nutrition evaluation team will convene for this year's **MELLPI Pro on September 07, 2022, in Tacloban City Nutrition Office**. With this, we would like to respectfully request the attendance of **Ms. Saloma B. Gisulga and Ms. Melodina P. Edullantes** as members of the Regional Nutrition Evaluation Team.

For confirmation of participation and for further details regarding the activity, please coordinate with NNC through **Project Evaluation Officer I, Analyn B. Crosa, RND** at **0932-106-9028 (Sun)** and/or email to **nncregion8@yahoo.com** or through fax number **(053) 888-2811**.

We fervently hope for your positive response. Thank you very much for your unrelenting support for nutrition.

Very truly yours,

  
**CATALINO P. DOTOLLO, JR., DPA, MPH, MAN, RN**  
Regional Nutrition Program Coordinator, NNC VIII

