



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

( For Faculty)

Feb. 22, 2022

Date

Name : **KAREN LUZ P. YAP**  
Designation : **DAEEEx Head**  
Destination : **Hilongos, Leyte**  
Date of Travel : **Feb. 24, 2022**  
Purpose : assist the research assistant in  
diagnosing the incidence and  
severity of pests and diseases of  
vegetable gardens of Green-the-  
Home project beneficiaries in  
Hilongos, Leyte  
Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: [ ] University Vehicle  
[X] Public Conveyance

  
Signature

Noted/Verified:

**VICTOR B. ASIO**  
Immediate Supervisor

RECOMMENDING APPROVAL:

N/A  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

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 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:

  
**KAREN LUZ P. YAP**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**VICTOR B. ASIO**  
Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

( For Faculty)


February 22, 2022

Date

Name : **Rachelle Ann A. Barbosa**  
Designation : **SRA GTH** Signature  
Destination : **Hilongos, Leyte**  
Date of Travel : **February 24, 2022**  
Purpose : **diagnosing the incidence and severity of pests and diseases of vegetable gardens and update on Green-the-Home project beneficiaries in Hilongos, Leyte**

Total Expenses: \_\_\_\_\_  
Source of Funds \_\_\_\_\_  
Transportation: [ ] University Vehicle  
[X] Public Conveyance

Noted/Verified:

  
**KAREN LUZ P. YAP**  
Immediate Supervisor

RECOMMENDING APPROVAL:

**N/A**  
VP for Research, Extension and Innovation

APPROVED:

**EDGARDO E. TULIN**  
President

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
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Certified Correct:

**RACHELLE ANN A. BARBOSA**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

  
**KAREN LUZ P. YAP**  
Name of Office Head/Supervisor