

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

		die
Name :	PEDRO ALMONITE JR.	Her !
Designation :	Laborer	Signature
Destination :	Merida, Leyte	
Date of Travel :	Jul. 1-2, 2022	
Purpose :	Team Building	
Total Expenses:		
Source of Funds		
Transportation:	[] University Vehicle	
	[] Public Conveyance	
	•	
Noted/Verifie	d: Lright	
	ROBELYN T. PIAMONTE	
	Office Head/Immediate Supervis	or
RECOMMENDIN	IC APPROVAL:	
RECOMMENDIN	G AFFROVAL.	
• •	ROBELYN T PIAMONTE	*
	Director, NARC	
	$\frac{1}{2}$	
	N/A	
•	In-charge of funds (If other than the Dept/Office Head)	
	Depironice Read)	
	MARIA JULIET C. CENIZA	
• • • • •	VP for Research, Extension & Innovatio	n
4.5 miles		
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
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/h 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:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

•	\(\frac{1}{2}\).
Name :	PATRICIO PRIETO JR. ("Pruellon"
Designation :	Laborer Signature
Destination :	Merida, Leyte
Date of Travel	Jul. 1-2, 2022
Purpose :	Team Building
•	
Total Expenses:	· ·
Source of Funds	
Transportation:	[] University Vehicle
	[] Public Conveyance
	4
Noted/Verifie	/
	ROBELYN T PIAMONTE
	Office Head/In mediate Supervisor
RECOMMENDIN	IC ADDROVAL
NEOOMMENDIN	d _ · ~
	ROBELYN T. PIAMONTE
	Director, NARC
	In-charge of funds (If other than the
,	Dept/Office Head)
	MADIA HILIET O CENUTA
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation
	TO RESCRICE, EXERISION & HINOVALION
•	
APPROVED:	
	EDGARDO E. TULIN
	President



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duty before allowing vehicle to go out of campus Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

	<u>Jun. 6, 2022</u>
	Date
Name :	ROY BARBOSA
Designation :	Laborer Signature
Destination :	Merida, Leyte
Date of Travel :	Jul. 1-2, 2022
Purpose :	Team Building
Total Expenses:	
Source of Funds	
Transportation:	[] University Vehicle
	[] Public Conveyance
Noted/Verified	ROBELYN PIAMONTE
	Office Head/Immediate Supervisor
RECOMMENDIN	G APPROVAL:
	Je francisco
	ROBELYN T. PIAMONTE
	Director, NARC
	N/A
	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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Visca, Baybay City, Leyte

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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

Name :	NOEL GUMBA
Designation :	Laborer (/signature
Destination :	Merida, Leyte
Date of Travel	Jul. 1-2, 2022
Purpose :	Team Building
` ,	
Total Expenses:	
Source of Funds	
Transportation:	[] University Vehicle
	[] Public Conveyance
Noted/Verifie	-·
	LUZ O. MORENO
	Office Head/Immediate Supervisor
	• .
RECOMMENDIN	G APPROVAL:
	ROBELYN T. PIAMONTE
	Director, NARC
	No.
	N/A
	In-charge of funds (if other than the Dept/Office Head)
	Depromice nead)
	MARIA JULIET C. CENIZA
	VP for Research, Extension & Innovation
APPROVED:	
	EDGARDO E. TULIN
	President
*	



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Name of Travelling Employee
Noted/verified except Clearance from Nurse:



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

	and the second of the second o	4
Name :	ROQUE GUMBA JR.	Panta.
Designation :	Laborer	Signature
Destination :	Merida, Leyte	•
Date of Travel	Jul. 1-2, 2022	
Purpose :	Team Building	
Total Expenses:		
Source of Funds		•
Transportation:	[] University Vehicle	•
	[] Public Conveyance	
N. C. JAZ.		
Noted/Verifie	- A ·	
	LUZO. MORENO	
	Office Head/Immediate Supervi	sor
RECOMMENDIN	IG APPROVAL	
	V	•
	ROBELYN T. PIAMONTE	
	Director, NARC	
	1	
	N/A	
	In-charge of funds (If other than the	
	Dept/Office Head)	
-		
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	n
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	•	
APPROVED:		
	EDGARDO E. TULIN	
	President	



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Certified Correct:
Name of Travelling Employee
3 milpreyou
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

Name :	JOSELITO PLACA	1
Designation :	Laborer	Signature
Destination :	Merida, Leyte	
Date of Travel	Jul. 1-2, 2022	
Purpose :	Team Building	-
•		•
•		
Total Expenses:		
Source of Funds		
Transportation:	[] University Vehicle	
	[] Public Conveyance	
		•
•		
Noted/Verifie	X	
	LUZ O. MORENO	
	Office Head/Immediate Supervis	or
RECOMMENDIN	IG APPROVAL:	
:	- A	
	ROBELYN T. PLAMONTE	·
	Director, NARC	
	.	
	In-charge of funds (If other than the	
	Dept/Office Head)	
	Depironice Head)	
		4. 3.4 4.
	MARIA JULIET C. CENIZA	
* .	VP for Research, Extension & Innovation	
•	,	
APPROVED:		
	EDGARDO E. TULIN	
	President	
	•	



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Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

Name :	VIRGILIO ESCO V. ESW	····
Designation :	Laborer	Signature
Destination :	Merida, Leyte	
Date of Travel :	Jul. 1-2, 2022	
Purpose :	Team Building	
Total Expenses:		
Source of Funds		
Transportation:	[] University Vehicle	
·	[] Public Conveyance	
Noted/Verifie	d: LUZ O. MORENO Office Head/Immediate Supervis	or
RECOMMENDIN	ROBELYN T PIAMONTE	
	Director, NARC	
	N/A	
	In-charge of funds (If other than the	
	Dept/Office Head)	
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	1
APPROVED:	EDGARDO E. TULIN President	



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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

Name :	REYNALDO SABIJON	
Designation :	Laborer	Signature
Destination :	Merida, Leyte	
Date of Travel	Jul. 1-2, 2022	
Purpose :	Team Building	
		*
Total Expenses:		
Source of Funds		
Transportation:	[] University Vehicle	
	[] Public Conveyance	
Noted/Verifie	d ann	
	LUZ Q. MORENO	
	Office Head/Immediate Supervis	or
·		
RECOMMENDIN	IG APPROVAL:	
	ROBELYN RIAMONTE	
	Director, NARC	
	555141, 10.11.5	
	N/A	
	In-charge of funds (if other than the	
	Dept/Office Head)	
· ·	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	1
	T. T	•
APPROVED:		•
	EDGARDO E. TULIN	
	President	



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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

		1
Name :	CARLOS NORONIO	
Designation :	Laborer	igneture
Destination :	Merida, Leyte	
Date of Travel :	Jul. 1-2, 2022	
Purpose :	Team Building	
•		
Total Expenses:	•	
Source of Funds		
Transportation:	[] University Vehicle	
	[] Public Conveyance	
Noted/Verified	, 131	
	ROBELYN T. PIAMONTE	
	Office Head/Immediate Supervisor	
RECOMMENDIN	IG APPROVAL:	
	PODEL VALTE BLAMONTE	
	Director, NARC	
	· Director, NARC	
	N/A	
	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:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

		•/
Name :	JOHN ALEXIS S. LAPARA	2 NV
Designation :	Welder	Signature
Destination :	Merida, Leyte	-
Date of Travel :	Jul. 1-2, 2022	-
Purpose :	Team Building	
Total Expenses:		
Source of Funds		-
Transportation:	[] University Vehicle	•
	[] Public Conveyance	
	. ^	
Noted/Verifie		
	FELICIANO G. SINON	
	Office Head/Immediate Supervi	sor
RECOMMENDIN	IC APPROVAL:	
TEOOMME(4DII)	100 AL.	
	ROBELYN T PIAMONTE	
	Director, NARC	
	• • • • • • • • • • • • • • • • • • • •	
	N/A	
	In-charge of funds (If other than the	
	Dept/Office Head)	
	MADIA WEITTO OFFICE	
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation)[]
APPROVED:	·	
ALLINOVED.	EDGARDO E. TULIN	
	President	



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Visca, Baybay City, Leyte

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Noted/verified except Clearance from Nurse:	