

**VISAYAS STATE UNIVERSITY**

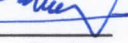
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

25-May-22

Date

Name : **EDUARDO O. MANGAOANG** 
Designation : University Professor Signature
Destination : Roxas boulevard, Ermita, Manila
Date of Travel : May 31-June 3, 2022
Purpose : To attend Consultation Workshop on the Formulation of Policies, Standards and Guidelines for the Bachelor of Science in Agroforestry program

Total Expenses: _____
Source of Funds _____
Transportation: [x] University Vehicle
[] Public Conveyance

Noted/Verified:

ANATOLIO N. POLINAR

Head, DFS

RECOMMENDING APPROVAL:

DENNIS P. PEQUE

Dean, OFES

EDUARDO O. MANGAOANGIn-charge of funds (If other than the
Dept/Office Head)**MARIA JULIET CENIZA / BEATRIZ S. BELONIAS**VP for Research, Extension & Vice Pres. For Academic Affairs
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 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: **EDUARDO O. MANGAOANG**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7106; Local 1003
Email Address: ovpaa@vsu.edu.ph
Website: www.vsu.edu.ph

(To be attached to Application for Leave Form and/or Travel Order/Request)

**to be accomplished in 2 copies*



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

May 10, 2022

Dr. Edgardo E. Tulin,
President
Visayas State University
Baybay, Leyte

Dear Dr. Tulin:

The Office of Programs and Standards Development (OPSD) through the Technical Committee for Forestry will conduct a Consultation Workshop on the Formulation of Policies, Standards and Guidelines for the Bachelor of Science in Agroforestry program on June 1 to 3, 2022 to be held at **Bayview Park Hotel**, 1118 Roxas Boulevard corner United Nations Avenue, Ermita, Manila.


In this regard, this Office would like to invite **Dr. Eduardo O. Mangaoang**, member of the Technical Committee for Forestry, to attend the said activity. As expert in the field of Forestry, his valuable inputs will be very important for the success of the said undertaking.

May we request for the confirmation of his attendance through Ms. May V. de Mesa-Zapanta via email mdemesa@ched.gov.ph or mobile no. 09771447265.

Very truly yours,

CHERRIE MELANIE ANCHETA-DIEGO, CESO III
Director IV, Office of Programs and Standards Development

For the Director IV:


Aline G. Magalong
OIC Chief, Standards Development Division
OIC, Office of the Director IV, OPSD
May 10 to 11, 2022

AC1/S3/E8

5/10/2022