

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

7/26/2022

Date

Name : Melodina P. Edullantes *mgdullantes*  
 Designation : Science Research Specialist Signature  
 Destination : Ormoc City  
 Date of Travel : August 1, 2022  
 Purpose : To provide technical backstopping during the culmi-  
 nation of Nutrition Month Celebration in part-  
 nership with the LGU & Local Nutrition Council.

Total Expenses: \_\_\_\_\_  
 Source of Funds: \_\_\_\_\_  
 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**

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**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



Republic of the Philippines  
**CITY HEALTH DEPARTMENT**  
Ormoc City

Ambuing St., Ormoc City, Leyte, Philippines, 6541 (053)255-2225 or 561-8891 Tel/Fax +63.53255.4062

June 28, 2022

**Dr. Edgardo E. Tulin**  
President, Visayas State University  
VSU, Baybay City

**Through: Dr. Lilian B. Nunez**  
ISRDS Director / BIDANI Project Leader

Dear Dr. Tulin

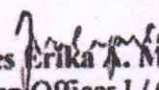
Greetings!

As part of the celebration of the Nutrition Month this July, The City Nutrition Council of Ormoc City would like to invite your good office to our activities with the unifying theme: "New normal na nutrisyon, sama-saman gawan ng solusyon!" which calls for strengthened nutrition interventions and solidarity towards nutrition improvement as the country shifts towards living with the COVID-19 virus.

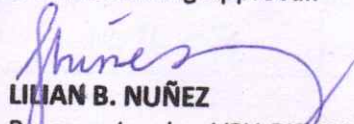
In this regard we would like to request Mrs. Melodina P. Edullantes, PNEA Coordinator, BIDANI to be our Speaker, Judge and participant for our activities (kindly see attached documents).

Your utmost affirmation and approval would eventually serve its purpose.


Thank you and more power.

  
**Frances Erika A. Malazarte, RND**  
Nutrition Officer I / CNPC

Recommending Approval:

  
**LILIAN B. NUÑEZ**  
Program Leader, VSU-BIDANI

Approval:

  
**EDGARDO E. TULIN**  
President *alc 6/30/22*