

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

11-Jul-22 Date

Date of Travel : July 15, 2022	Signature Signature Signature Signature Signature Proposition	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
Dept/C	unds (If other than the Office Head) ULIET C. CENIZA th, Extension & Innovation	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 JEROME O. ARRIBADO Name of Travelling Employee
APPROVED:	ARDO E. TULIN	Name of Office Head/Supervisor





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	Date	
		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Designation Destination: Date of Travel: Purpose:	Instructor I BRGY. MAHAYAG, MERIDA, LEYTE July 15, 2022 Conduct training on biofertilizer production and natural farming inputs.	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
	DHENBER 6. LUSANTA Office Head/Immediate Supervisor	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/he 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
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct: MAREJEN A. VILLAREMO Name of Travelling Employee
-	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Admit of transming Employee
APPROVED:		Noted/verified except Clearance from Nurse:
	EDGARDO E. TULIN President	Name of Office Head/Supervisor





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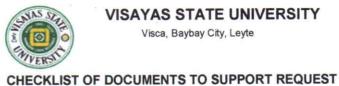
11-Jul-22 Date

Destination Date of Travel Purpose JOLLIVIE A. CURAY SRA Signature July 15, 2022 Purpose Conduct training on biofertilizer production and natural farming inputs.	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
Total Expenses: Source of Funds [/] University Vehicle [] Public Conveyance Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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
In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	JOLLIVIE A CURAY Name of Travelling Employee
APPROVED: EDGARDO E. TULIN President	Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor



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11-Jul-22 Date

ODELO B. BALDOS AG.TECH II Destination Date of Travel Purpose ODELO B. BALDOS AG.TECH II Signature Signature Date of Travel July 15, 2022 Conduct training on biofertilizer production and natural farming inputs.	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
Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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
In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	ODELO B. BALDOS Name of Travelling Employee
APPROVED: EDGARDO E. TULIN President	Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor