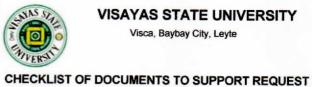


## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

Name of Office Head/Supervisor

## TRAVEL REQUEST / ORDER

OIC- President

Feb. 2, 2024

	Date	
		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name	LEMUEL S. PRECIADOS	Invitation from the organizer of the activity/conference
Designation	Project Staff Signature	
Destination	Ormoc and Sudlon I & II Cebu City	Certification from the organizer that social distancing
Date of Travel:	Feb. 26 to March 1, 2024	and other health/hygiene protocols against Covid 19
Purpose :	To conduct FGD with women vegetable farmers and attend a meetings with local government for	will be observed for the duration of the activity
	an inclusive vegetable value chain case study	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs enroute to the destination
Total Expenses		
Source of Funds 377-ACIAR-CSIRO-PROJECT		Strong justification from the requesting party duly endorsed by the immediate supervisor on the
	[ ] University Vehicle	necessity and urgency of the trip and commitment
	[X] Private Vehicle	of the requesting party to religiously comply with
	[] Public Conveyance	health/hygiene protocols during the trip
	1000	Waiver from the employee concerned that he/she is
Noted/Verified:		willing to undergo self quarantine for 14 days,
	ZYARA MAE H. CENTINO	while he/she will be on work from home scheme
	Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:		14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
	MOISES NEIL V. SERIÑO	prior to travel should be submitted to the guard on
	College Dean	duty before allowing vehicle to go out of campus
	ANTONIO P. ABAMO	
	In-charge of funds ( If other than the	Certified Correct:
	Dept/Office Head)	
		Im
		LEMUEL S. PRECIADOS
DENNIS P. PEQUE BEATRIZ S. BELONIAS		Name of Travelling Employee
VP for	REI VP for AA	
ADDDOVED:		Noted/verified except Clearance from Nurse:
APPROVED:	DANIEL LEGUE O TAN	
	DANIEL LEŞLIE S. TAN	