

Visca, Baybay City, Leyte



### VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

Nov. 24, 2023 Date

Name Designation Destination: Date of Travel: Purpose:	JEROME O. ARRIBADO Instructor I/ Director Albuera, Leyte November 28, 2023 Meeting with the Mayor to discuss the MOA	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
Total Expenses: Source of Funds		(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
Transportation:	[ ] University Vehicle [ ] Public Conveyance	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
Noted/Verified:		willing to undergo self quarantine for 14 days,
	MARIA JULIET C. CENIZA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
DECOMMENDING	C APPROVAL.	employee to be delivered/accomplished during his/her 14 days work from home scheme
RECOMMENDING	G APPROVAL:	Clearance issued by the Nurse on duty 30 minutes
		prior to travel should be submitted to the guard on
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds ( If other than the Dept/Office Head)	Certified Correct:
	Depromoe Heady	JEROME O ARRIBADO
		Name of Traveling Employee
	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head/Supervisor
	President	Name of Office Head/Supervieer



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

President

Nov. 24, 2023 Date

Name Designation Destination : Date of Travel : Purpose :	JOLLIVIE A. CURAY  SRA  Albuera, Leyte  November 28, 2023  Meeting with the Mayor to discuss the MOA	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
Fotal Expenses: Source of Funds Fransportation:  Noted/Verified	JEROMÉ O. ARRIBADO Office Head/Immediate Supervisor	(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/health 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	Certified Correct:  JOLLIVIE A. CURAY  Name of Traveling Employee
APPROVED:	VP for Research, Extension & Innovation  EDGARDO E. TULIN	Noted/verified except Clearance from Nurse :

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

Name of Office Head/Supervisor



Visca, Baybay City, Leyte

# TRAVEL REQUEST / ORDER

President

Nov. 24, 2023 Date

Destination : Date of Travel :	HERBERT S. REBOJO  SRA  Albuera, Leyte  November 28, 2023  Meeting with the Mayor to discuss the MOA	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
Committee of the Commit	[ ] University Vehicle [ ] Public Conveyance  JEROME O. ARRIBADO	<ul> <li>(if applicable)</li> <li>Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination</li> <li>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</li> <li>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</li> </ul>
Office Head/Immediate Supervisor  RECOMMENDING APPROVAL:  VP for Academic Affairs		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)  MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	Certified Correct:  HERBERT S. REBOJO  Name of Traveling Employee
APPROVED:	EDGARDO E. TULIN	Noted/verified except Clearance from Nurse :

VISAYAS STATE UNIVERSITY

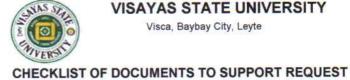
Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

Name of Office Head/Supervisor

Visca, Baybay City, Leyte



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

Nov. 24, 2023 Date

	Medical Clearance from the VSU Infirmary that the
k	employee have no symptoms of Covid 19
Name ODELO B. BALDOS Designation AGTECH II Signature	Invitation from the organizer of the activity/conference meeting (if applicable)
Destination : Albuera, Leyte Date of Travel : November 28, 2023 Purpose : Meeting with the Mayor to discuss the MOA	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity
Purpose : Meeting with the Mayor to discuss the MOA	
	(if applicable)  Quarantine passes issued by the destination LGU
	and if possible, together with passes from LGUs enroute to the destination
Fotal Expenses: Source of Funds Transportation: [ ] University Vehicle	Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
[ ] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
Noted/Verified:	Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
JEROME O. ARRIBADO Office Head/Immediate Supervisor	while he/she will be on work from home scheme Approved list of outputs between supervisor and
RECOMMENDING APPROVAL:	employee to be delivered/accomplished during his/he 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
VP for Academic Affairs	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	Certified Correct
Dept/Office Head)	ODELO B BALDOS  Name of Traveling Employee
WARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	Name of Traveling Employee
	Noted/verified except Clearance from Nurse:
APPROVED: <u>EDGARDO E. TULIN</u>	
President	Name of Office Head/Supervisor