

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

7/25/2022

Date

Name : Melodina P. Edullantes *[Signature]*  
Designation : Science Research Specialist *[Signature]*  
Destination : City of Baybay, Hindang & Inopacan, Leyte  
Date of Travel : July 27, 28, 29, 2022  
Purpose : To provide technical backstopping during the culmination of Nutrition Month Celebration in partnership with the LGU & local Nutrition Committee.

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

Noted/Verified:

LILIAN B. NUÑEZ  
Immediate Supervisor

RECOMMENDING APPROVAL:

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**

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 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:

*[Signature]*  
MELODINA P. EDULLANTES  
Travelling Employee

Noted/verified except Clearance from Nurse :

LILIAN B. NUÑEZ  
Name of Office Head/Supervisor



## LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE

INOPACAN TOWN HALL, POBLACION, INOPACAN, LEYTE

email: inopacanlce@gmail.com | website: www.inopacan.gov.ph | Facebook: @MasaganangInopacan

Office of the Municipal Mayor



July 25, 2022

**Dr. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City

Thru: **Dr. Lilian B. Nuñez**

ISRDS Director & BIDANI Project Leader

**Dear President Tulin:**

*Masaganang Inopacan!*

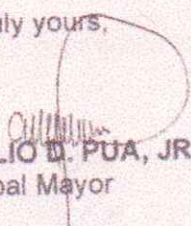
The municipal government of Inopacan will conduct a Culmination Activity of Nutrition Month Celebration 2022 with the theme "New Normal na Nutrisyon, Sama-samang Gawan ng Solusyon" on July 29, 2022, 8:30 AM, at Inopacan Gymnasium, Inopacan, Leyte.

In view hereof, may we invite **Ms. Melody P. Edullantes** as Resource Speaker and Judge to the contests programmed for the event, and **Ms. Sally Gisulga**, being this LGU's implementation partner in our nutrition program of our municipality.

We look forward to receiving your favorable reply.

Thank you very much and more power!

Very truly yours,

  
**ROGELIO D. PUA, JR.**  
Municipal Mayor





Republic of the Philippines  
Province of Leyte  
City of Baybay  
CITY HEALTH OFFICE



July 25, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

**THRU: DR. LILIAN B. NUÑEZ**  
ISRDS Director and BIDANI Project Leader

Dear Sir;

Good day!

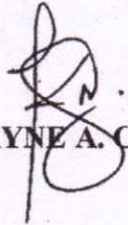
Nutrition Month is an annual campaign held every July to create greater awareness among Filipinos on the importance of nutrition as provided under Presidential Decree 491, or the Nutrition Act of the Philippines.

As approved during the City Nutrition Committee (CNC) 2<sup>nd</sup> quarter meeting, the culmination in the city for its Nutrition Month Celebration will be on July 27, 2022, 8:00am at the Convention Center, Brgy. Cogon, Baybay City. Part of the celebration are painting and cooking contests, together with awarding of outstanding Barangay Nutrition Scholars (BNS) and barangays.

As part of the CNC, we would like to invite **MS. MELODINA EDULLANTES** and **MS. SALOMA G. GISULGA** to join us in this momentous event. Their participation is highly anticipated.

We are hoping for your positive response. Thank you and God bless!

Very truly yours,

  
**KRISTINE SHAYNE A. CASTOS, RN**  
PHN II / CNAO



Republic of the Philippines  
Province of Leyte  
Municipality of Hindang

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**OFFICE OF THE MUNICIPAL MAYOR**

July 25, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City

Thru: **DR. LILIAN B. NUÑEZ**  
ISRDS Director & BIDANI Project Leader

Dear President Tulin:

Greetings!

The Local Government Unit of Hindang, Leyte will be having a Culmination Day in celebration of the Nutrition Month 2022 with the theme "New Normal na Nutrisyon, Sama-samang Gawan ng Solusyon" on July 28, 2022. The activity will start at 8:00 o'clock in the morning at Hindang Municipal Gym.

In this regard and as partner in our nutrition program implementation, we would like to invite **Ms. Melodina P. Edullantes** and **Ms. Saloma B. Gisulga** as Judges to one of the contests organized for the event.

Anticipating for your favorable reply. Thank you very much and more power.

Very truly yours,

**BETTY A. CABAL**  
Municipal Mayor