


**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: January 22, 2024

Name : **WENCES REY B. DELA PEÑA** 
Designation : **Instructor I** *Signature*
Destination : **Kasetsart University, Thailand**
Date of Travel : **January 29 – February 4, 2024**
Purpose : **To attend the Kick-off Meeting of the project "Postgraduate Micro-Credentials in Food Security and Climate Change (PMC FSCC)"**
Total Expenses: _____
Source of Fund: **(Official Business only)**
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:


DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A
DENNIS P. PEQUE
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

DANIEL LESLIE S. TAN
OIC, University President

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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
- ☐ 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:


WENCES REY B. DELA PEÑA
Name of Travelling Employee



Noted/Verified except Clearance from Nurse:


DIONESIO M. BAÑOC
Name of Office Head/Supervisor



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
WENCES REY B. DELA PEÑA		Agronomy	January 22, 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
Agro 143 Lab	T (7-10)	19	To conduct make-up class.
AgSc 20 Lab	W (1-4)	36	
AgSc 20 Lab	W (4-7)	35	
AgSc 20 Lab	F (4-7)	33	
Agro 242 Lab	T (1-4)	1	
AgSc 21 Lec	TF (11-12)	9	
Reason(s) of:			
a. Leave: Date(s): ____ Vacation ____ Sick ____ others (Pls. specify):		b. Travel: Date(s) <u>January 29- February 4, 2024</u>	
Conforme:		Prepared by:	
_____ N/A		 WENCES REY B. DE A PEÑA Instructor/Professor	
Name & Signature of person taking over the classes(s)			
Approved by:			
 DIONESIO M. BAÑOC Head/Dean, _____			
Date: _____			

*to be accomplished in 2 copies

