



September 30, 2022

Edgardo E. Tulin, PhD  
University President  
Visayas State University  
Baybay City, Leyte

Thru: Dr. Beatriz S. Belonias  
VP for Academic Affairs

Dear Sir:

I would like to designate Prof. Jacob Glenn F. Jansalin as Officer-in-Charge of the Department of Pure and Applied Chemistry on October 3, 2022 or until my return for I will be on official business. As OIC, Professor Jansalin is authorized to discharge the functions of DoPAC head in addition to his present duties and responsibilities.

Thank you for your action on this designation.

Respectfully yours,

ELIZABETH S. QUEVEDO  
Head, DoPAC

Conforme:

JACOB GLENN F. JANSALIN  
Assoc. Professor V

Recommending Approval:

MA. THERESA P. LORETO  
Dean, CAS

BEATRIZ S. BELONIAS  
VP for Academic Affairs

Approved:

EDGARDO E. TULIN  
President



**TRAVEL REQUEST / ORDER**


( For Faculty)

September 30, 2022

Date

**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 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

Name : **ELIZABETH S. QUEVEDO**   
 Designation : **Assoc. Prof. II** Signature  
 Destination : **Sogod, So. Leyte**  
 Date of Travel : **October 3, 2022**  
 Purpose : **Get NBI clearance**

Total Expenses: \_\_\_\_\_  
 Source of Funds \_\_\_\_\_  
 Transportation: ☒ Public Vehicle

Noted/Verified: **MA. THERESA P. LORETO**  
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

**MA. THERESA P. LORETO**  
 College Dean

In-charge of funds ( If other than the  
 Dept/Office Head)

N/A

N/A

VP for Research & Extension Vice Pres. For Academic Affairs

APPROVED:

**EDGARDO E. TULIN**  
 President

Certified Correct:


**ELIZABETH S. QUEVEDO**  
 Name of Travelling Employee

Noted/verified except Clearance from Nurse :

\_\_\_\_\_  
 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
ELIZABETH S. QUEVEDO		DoPAC		September 30, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
			No classes affected	
Reason(s) of: Get NBI clearance				
a. Leave: Date(s) ___ Vacation ___ Sick ___ others (Pls. specify)_		b. Travel: Date(s)_____		
<b>Conforme:</b>  _____ <i>Name &amp; Signature of person taking over the classes(s)</i>		<b>Prepared by:</b>  ELIZABETH S. QUEVEDO <i>Name &amp; Signature of Instructor/Professor</i>		
<b>Approved by:</b>  MA. THERESA P. LORETO <i>Name &amp; Signature of Immediate Supervisor</i> Date: _____				

\*to be accomplished in 2 copies