



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

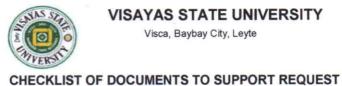
7/27/2022

Date of Travel : Purpose : Total Expenses: Source of Funds Transportation:	Brgy. Bakwit, Bato, Leyte August 3, 2022 Hands-on training on Biofertilizer production and Natural Farming Inputs [/] University Vehicle [] Public Conveyance	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
Noted/Verified:	DHENBER C. LUSANTA Office Head/Immediate Supervisor	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
,	In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA	JEROME O. ARRIBADO Name of Travelling Employee
APPROVED:	VP for Research, Extension & Innovation EDGARDO E. TULIN President	Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor





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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

6/28/2022 Date

	Date	
		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name Designation Destination: Date of Travel: Purpose:	MAREJEN A. VILLAREMO Instructor I Brgy. Bakwit, Bato, Leyte August 3, 2022 Hands-on training on Biofertilizer production and Natural Farming Inputs	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
Total Expenses: Source of Funds Transportation:	[/] University Vehicle [] Public Conveyance	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
Noted/Verified	DHENBER C. LUSANTA Office Head/Immediate Supervisor	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
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct: MAREJEN A. VILLAREMO Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	tuine of traveling Employee
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head/Ourseries
	President	Name of Office Head/Supervisor



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

6/28/2022 Date

	Date	
	1	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
	REYNANTE G MACAPANAS	Invitation from the organizer of the activity/conference/
Destination :	SRA S Brgy. Bakwit, Bato, Leyte August 3, 2022	meeting (if applicable) Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	Hands-on training on Biofertilizer	will be observed for the duration of the activity
	production and Natural Farming Inputs	(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		Strong justification from the requesting party duly endorsed by the immediate supervisor on the
	[/] 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
Noted/Verified:		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
	DHENBER C. LUSANTA Office Head/Immediate Supervisor	
RECOMMENDING	SAPPROVAL:	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	Certified Correct:
	Dept/Office Head)	REYNANTE G. MACAPANAS
		Name of Travelling Employee
*	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:	EDCARDO E TININ	
	President	Name of Office Head/Supervisor
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VISAYAS STATE UNIVERSITY

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):



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Visca, Baybay City, Leyte

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6/23/2022

	Date	
		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name	ODELO B. BALDOS Ag. Tech.II Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination :	Ag. Lech.II Signature Brgy. Bakwit, Bato, Leyte	Certification from the organizer that social distancing
Date of Travel :	August 3, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Hands-on training on Biofertilizer production and Natural Farming	will be observed for the duration of the activity
	Inputs	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[/] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	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,
	DHENBER C. LUSANTA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
		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
	V	prior to travel should be submitted to the guard on
		duty before allowing vehicle to go out of campus
		daty polore anowing version to go out or earnpas
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	
		ODELO B. BALDOS
		Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
	The state of the s	
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor





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6/23/2022

	Date	
		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
	Carlo III	
Name	JOLLIVIE A. CURAY	Invitation from the organizer of the activity/conference/
Designation :	Science Research Assistant Agnature	meeting (if applicable) Certification from the organizer that social distancing
Destination :	Brgy. Bakwit, Bato, Leyte August 3, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Hands-on training on Biofertilizer production and Natural Farming	will be observed for the duration of the activity
	Inputs	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[/] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	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	4.	willing to undergo self quarantine for 14 days,
Noted/Vermee	DHENBER C. LUSANTA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/her
RECOMMENDIN	G APPROVAL:	14 days work from home scheme
	V	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
ST.		
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	Carley by
		JOLLIVIE A. CURAY
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		•
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor





Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

6/28/2022

Name Designation Destination : Date of Travel : Purpose :	WENDY M. OQUIAS SRA Brgy. Bakwit, Bato, Leyte August 3, 2022 Hands-on training on Biofertilizer production and Natural Farming Inputs	Signature	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
Total Expenses: Source of Funds Transportation: Noted/Verified	DHENBER C. LUSANTA Office Head/Immediate Supervi	isor	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
	In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	ion	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus Certified Correct: WENDY M. OQUIAS Name of Travelling Employee
APPROVED:	EDGARDO E. TULIN President		Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor

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