



## TRAVEL REQUEST / ORDER

Date: November 13, 2023

Name : BERTA C. RATILLA *B. Ratilla*  
Designation : Prof. IV *Signature*  
Destination : La Granja, La Carlota, Negros Occidental  
Date of Travel : November 27-Dec. 1, 2023  
Purpose : To attend the Field Legume Crops Varietal  
Improvement Technical Working Group  
Meeting at Bureau of Plant Industry, La  
Granja National Crop Research Development  
and Production Support Center, La Carlota,  
Negros Occidental on Nov. 29-30, 2023.

Total Expenses: \_\_\_\_\_  
Source of Fund: VSU/NSIC (plane ticket and  
accommodation)  
Transportation: [ ] University Vehicle [ X ] Public Conveyance

Noted/Verified: *[Signature]*  
BIONESIO M. BAÑOC  
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:  
*[Signature]*  
VICTOR B. ASIO  
College Dean

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

N/A  
MARIA JULET C. CENIZA BEATRIZ S. BELONIAS  
VP Research, Ext'n & Innov VP for Academic Affairs

APPROVED:  
DANIEL LESLIE S. TAN  
OIC 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:

*[Signature]*  
BERTA C. RATILLA  
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

*[Signature]*  
BIONESIO M. BAÑOC  
Name of Office Head/Supervisor