

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

5/28/2024

Date

Name : LILIAN B. NUÑEZ  
Designation : Assoc. Prof. V  
Destination : Brgy. Candadam, Baybay City  
Date of Travel : May 31, 2024  
Purpose : Resource speaker of Bunga Women's Association (BUWA) training at Brgy. Candadam

Signature

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

Noted/Verified:

ROTACIO S. GRAVOSO

Immediate Supervisor

RECOMMENDING APPROVAL:

N/A

College Dean

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

SANTIAGO T PEÑA JR.  
VP for Res, Extn. & Innovation

ROTACIO S. GRAVOSO  
VP for Academic Affairs

APPROVED:

PROSE IVY G. YEPES  
President

**VISAYAS STATE UNIVERSITY**

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**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:

LILIAN B. NUÑEZ

Name of the travelling employee

Noted/verified except Clearance from Nurse :

ROTACIO S. GRAVOSO  
Name of Office Head/Supervisor



28 May 2024

**DR. ROTACIO A. GRAVOSO**

VP, Academic Affairs  
Visayas State University

**Dear Dr. Gravoso;**

Greetings!

I hope this letter finds you well. I am writing to invite the name listed below to the scheduled training-workshop for the two women-led agribusinesses in Baybay City; Bunga Women's Association and RISEMO Producers Cooperative on **May 31, 2024**. The Bunga Women's Association (BUWA) and Masagana Rural Improvement Cooperative are our current partners in our extension project entitled: DBM Entrepreneurial Development Project. They both are specializing in processing a variety of agri-based products.

Name of Faculty	Task and responsibilities	Topic	Date
Dr. Lilian B. Nuñez	Resource Speaker/Workshop Facilitator	Gender, and Agribusinesses	May 31, 2024

As the resource speaker, she is entrusted with the task of preparing and presenting her assigned topic. Additionally, she is expected to proficiently facilitate the workshop sessions pertinent to her assigned subject matter.

Rest assured that as organizers, we fully adhere to the requirements established by your office and the university. We eagerly anticipate a positive response from you.

Sincerely yours,

**BRYAN R. GAPASIN**

Extension Project Leader  
DBM, Entrepreneurial Development Project  
Visayas State University

**APPROVED:**

**DR. ROTACIO A. GRAVOSO**

VP, Academic Affairs  
Visayas State University





**Program of Activities (for Day 1 and Day 2)**

**May 30-31, 2024**

TIME	ACTIVITY	IN-CHARGE
7:30AM	Call time for the organizers (DBM Extension Team)	
7:30AM	Pick-up participants; BUWA in Bunga Gym, and RISEMO in Brgy. Zone 1	
8:00AM	Registration	Secretariat
	Opening Program	Program in-charge DBM extension project team/facilitators
	Welcome Remarks	<ul style="list-style-type: none"> <li>Bryan R. Gapasin</li> <li>Gracielle Dawn L. Gamotin</li> <li>Loregin S. Pugosa</li> <li>Ciedelle Honey Lou Dimalig-Gapasin</li> </ul>
8:30AM		Gender and Development, City of Baybay
	Opening Remarks	Mrs. Mora C. Abarquez GAD Focal Person/City Agriculturist City of Baybay
	Levelling of Expectation	DBM extension project team
		Resource Speaker 1: Julie Bee M. Aguinaldo Topic: Human Resource Management in women-led Agribusiness Office: DBM <b>Day: May 30, 2024</b>
9:00AM	Training Proper: Day 1 and 2	Resource Speaker 1 and 2: Dr. Ciedelle Honey Lou Dimalig-Gapasin Topic: Occupational Safety in the workplace, and its relevance to Agribusinesses Office: College of Nursing <b>Date: May 30-31, 2024</b>
		Resource Speaker 2: Gina Delima Topic: Governance in women-led Agribusinesses Office: Institute for Strategic Research and Development Studies





**Date: May 31, 2024**

Resource Speaker 2: Dr. Lilian B. Nuñez  
Topic: Gender, and Agribusinesses  
Office: Institute for Strategic Research and  
Development Studies

**Date: May 31, 2024**

10:30AM	Break-time (AM snacks)	DBM extension project team
10:45AM	Cont.: Training Proper: Session 1	Resource Speaker
11:45AM	Lunch Break	Gender and Development, City of Baybay
1:15PM	Workshop Proper	Resource Speaker and facilitators
2:30PM	Break-time (PM snacks)	DBM extension project team
2:45PM	Cont. Workshop Proper	BUWA RISEMO
3:45PM	Presentation of the workshop output	BUWA RISEMO
4:15PM	WRAP-UP Day 1/2; Post- test/evaluation, and Closing Activity	DBM extension project team
5:00PM	Homeward bound	DBM extension project team