

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

Immediate Supervisor

TRAVEL REQUEST / ORDER

President

05-Jan-22 Date Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/ **MILAGROS C. BALES** Name Project Leader meeting (if applicable) Signature Designation Certification from the organizer that social distancing Costa Brava, Brgy. San Jose, Tacloban City Destination and other health/hygiene protocols against Covid 19 07/01/2022 Date of Travel will be observed for the duration of the activity : Conduct a Training on Formulation of Data Purpose Gathering Instruments for Intended (if applicable) Stakeholders for the VSU-PhilFIDA Quarantine passes issued by the destination LGU research-cum extension project. enroute to the destination Strong justification from the requesting party duly Total Expenses: endorsed by the immediate supervisor on the Source of Funds necessity and urgency of the trip and commitment [] University Vehicle Transportation: of the requesting party to religiously comply with [x] Public Conveyance Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, Noted/Verified: AREN LUZ P. YAP while he/she will be on work from home scheme Approved list of outputs between supervisor and Immediate Supervisor employee to be delivered/accomplished during his/her 14 days work from home scheme RECOMMENDING APPROVAL: Clearance issued by the Nurse on duty 30 minutes KAREN LUZ P. YAP **DAEEx Head** MILAGROS C. BALES Name of Travelling Employee NIA MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Noted/verified except Clearance from Nurse: APPROVED: KAREN LUZ P. YAP **EDGARDO E. TULIN**



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05-Jan-22



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Date Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 : FATIMA T. BALIŇA Invitation from the organizer of the activity/conference/ Name Assistant Project Leader meeting (if applicable) Designation Certification from the organizer that social distancing : Costa Brava, Brgy. San Jose, Tacloban City Destination and other health/hygiene protocols against Covid 19 : 07/01/2022 Date of Travel : Conduct a Training on Formulation of Data will be observed for the duration of the activity Purpose Gathering Instruments for Intended (if applicable) Stakeholders for the VSU-PhilFIDA Quarantine passes issued by the destination LGU research-cum extension project. enroute to the destination Strong justification from the requesting party duly Total Expenses: endorsed by the immediate supervisor on the Source of Funds [] University Vehicle necessity and urgency of the trip and commitment Transportation: of the requesting party to religiously comply with [x] Public Conveyance Waiver from the employee concerned that he/she is willing to undergo self guarantine for 14 days, Noted/Verified: while he/she will be on work from home scheme **MILAGROS C. BALES** Approved list of outputs between supervisor and Immediate Supervisor employee to be delivered/accomplished during his/her 14 days work from home scheme RECOMMENDING APPROVAL: Clearance issued by the Nurse on duty 30 minutes ZP. YAP India FBA Ki-FATIMA T. BALIÑA Name of Travelling Employee MARIA JULIET C. CENIZA VP for Research, Extension & Innovation Noted/verified except Clearance from Nurse: APPROVED: MILAGROS C. BALES **EDGARDO E. TULIN**



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MILAGROS C. BALES

Immediate Supervisor

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EDGARDO E. TULIN

President

05-Jan-22 Date Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/ AIZA C. ORACION Name meeting (if applicable) **Training Officer** Designation Certification from the organizer that social distancing Costa Brava, Brgy. San Jose, Tacloban City Destination and other health/hygiene protocols against Covid 19 07/01/2022 Date of Travel will be observed for the duration of the activity : Conduct a Training on Formulation of Data Purpose Gathering Instruments for Intended (if applicable) Stakeholders for the VSU-PhilFIDA Quarantine passes issued by the destination LGU research-cum extension project. enroute to the destination Strong justification from the requesting party duly Total Expenses: endorsed by the immediate supervisor on the Source of Funds necessity and urgency of the trip and commitment [] University Vehicle Transportation: of the requesting party to religiously comply with [x] Public Conveyance Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, Noted/Verified: while he/she will be on work from home scheme MILAGROS C. BALES Approved list of outputs between supervisor and Immediate Supervisor employee to be delivered/accomplished during his/her 14 days work from home scheme RECOMMENDING APPROVAL: Clearance issued by the Nurse on duty 30 minutes KAREN LUZ P. YAP **DAEEx Head** Name of Travelling Employee MARIA JULIÉT C. CENIZA VP for Research, Extension & Innovation Noted/verified except Clearance from Nurse: APPROVED:



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05-Jan-22 Date

President

	Date	
		Medical Clearance from the VSU Infirmary that the
	\mathcal{A}	employee have no symptoms of Covid 19
Name :	JEMBOY M. CADENAS	Invitation from the organizer of the activity/conference
Designation :	Research Assistant Signature	meeting (if applicable)
Destination	Costa Brava, Brgy. San Jose, Tacloban City	Certification from the organizer that social distancing
Date of Travel	: 07/01/2022	and other health/hygiene protocols against Covid 19
Purpose :	Conduct a Training on Formulation of Data	will be observed for the duration of the activity
	Gathering Instruments for Intended	(if applicable)
	Stakeholders for the VSU-PhilFIDA	Quarantine passes issued by the destination LGU
	research-cum extension project.	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
	[x] Public Conveyance	of the requesting party to religiously comply with
		Waiver from the employee concerned that he/she is
Noted/Verified:		willing to undergo self quarantine for 14 days,
	MILAGROS C. BALES	while he/she will be on work from home scheme
	Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:		14 days work from home scheme
	All	Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P. YAP	
	DAEEx Head	
	V	Control of the contro
		JEMBOY M. CADENAS
	NIA	Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:		0/
		Mch
	EDGARDO E. TULIN	MILAGROS C. BALES



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05-Jan-22

	Date	
		Medical Clearance from the VSU Infirmary that the
	Trans.	employee have no symptoms of Covid 19
Name	: ROSEMARIE A. DECIO	Invitation from the organizer of the activity/conference
Designation	: Research Assistant Signature	meeting (if applicable)
Destination	: Costa Brava, Brgy. San Jose, Tacloban City	Certification from the organizer that social distancing
Date of Travel	: 07/01/2022	and other health/hygiene protocols against Covid 19
Purpose	: Conduct a Training on Formulation of Data	will be observed for the duration of the activity
	Gathering Instruments for Intended	(if applicable)
	Stakeholders for the VSU-PhilFIDA	Quarantine passes issued by the destination LGU
	research-cum extension project.	enroute to the destination
Total Expenses		Strong justification from the requesting party duly
Source of Fund	s	endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle	necessity and urgency of the trip and commitment
	[x] Public Conveyance	of the requesting party to religiously comply with
	0/	Waiver from the employee concerned that he/she is
Noted/Verified:		willing to undergo self quarantine for 14 days,
	MILAGROS C. BALES	while he/she will be on work from home scheme
	Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		14 days work from home scheme
	(nel	Clearance issued by the Nurse on duty 30 minutes
	KAREN LUZ P. YAP	
	DAEEx Head	
	V	A
		ROSEMARIE A. DECIO
	NIA	Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED);	
		(MCh-
	EDGARDO E. TULIN	MILAGROS C. BALES
	President	Immediate Supervisor