




VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

05-Jan-22

Date

Name : **MILAGROS C. BALES** 
Designation : **Project Leader** Signature
Destination : Costa Brava, Brgy. San Jose, Tacloban City
Date of Travel : 07/01/2022
Purpose : Conduct a Training on Formulation of Data Gathering Instruments for Intended Stakeholders for the VSU-PhilFIDA research-cum extension project.

Total Expenses: _____

Source of Funds: _____

Transportation: [] University Vehicle
[x] Public Conveyance

Noted/Verified:


KAREN LUZ P. YAP
Immediate Supervisor

RECOMMENDING APPROVAL:


KAREN LUZ P. YAP
DAEEx Head

NIA

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN

President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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
- ☐ 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


MILAGROS C. BALES

Name of Travelling Employee

Noted/verified except Clearance from Nurse :


KAREN LUZ P. YAP

Immediate Supervisor



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TRAVEL REQUEST / ORDER

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Date

Name : **FATIMA T. BALIÑA** *F.T. Baliña*
Designation : **Assistant Project Leader** Signature
Destination : **Costa Brava, Brgy. San Jose, Tacloban City**
Date of Travel : **07/01/2022**
Purpose : **Conduct a Training on Formulation of Data Gathering Instruments for Intended Stakeholders for the VSU-PhilFIDA research-cum extension project.**

Total Expenses: _____

Source of Funds _____

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Noted/Verified:

Milagros C. Bales
MILAGROS C. BALES

Immediate Supervisor

RECOMMENDING APPROVAL:

Karen Luz P. Yap
KAREN LUZ P. YAP

DAEEx Head

NIA

MARIA JULIET C. CENIZA

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Fatima T. Baliña
FATIMA T. BALIÑA

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Milagros C. Bales
MILAGROS C. BALES

Immediate Supervisor




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TRAVEL REQUEST / ORDER

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Date


Name : **AIZA C. ORACION** 
Designation : **Training Officer** Signature
Destination : **Costa Brava, Brgy. San Jose, Tacloban City**
Date of Travel : **07/01/2022**
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Immediate Supervisor

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DAEEx Head


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AIZA C. ORACION
Name of Travelling Employee

Noted/verified except Clearance from Nurse :


MILAGROS C. BALES
Immediate Supervisor





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TRAVEL REQUEST / ORDER

05-Jan-22

Date

Name : **JEMBOY M. CADENAS** 
Designation : **Research Assistant** 
Destination : **Costa Brava, Brgy. San Jose, Tacloban City**
Date of Travel : **07/01/2022**
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JEMBOY M. CADENAS

Name of Travelling Employee

Noted/verified except Clearance from Nurse :


MILAGROS C. BALES

Immediate Supervisor



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TRAVEL REQUEST / ORDER

05-Jan-22

Date

Name : **ROSEMARIE A. DECIO**
Designation : **Research Assistant**
Destination : **Costa Brava, Brgy. San Jose, Tacloban City**
Date of Travel : **07/01/2022**
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ROSEMARIE A. DECIO

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Immediate Supervisor