

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERMay 26, 2023
Date

Name

JEROME O ARRIBADO

Designation

Director, Eco-FARMI

Destination :

Molopolo, Liloan, Southern Leyte

Date of Travel :

~~May 18, 2023~~ June 4-5, 2023

Purpose :

Team Building

Signature

Total Expenses: _____

Source of Funds _____

Transportation:

☒ University Vehicle☐ Public Conveyance

Noted/Verified:

MARIA JULIET C. CENIZA

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VP for Academic Affairs_____
In-charge of funds (If other than the
Dept/Office Head)**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 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:

JEROME O. ARRIBADO

Name of Traveling Employee

Noted/verified except Clearance from Nurse :_____
Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 26, 2023
Date

Name: CELESTIAL MANIGO
Designation: Head, GISSU
Destination: Molopolo, Liloan, Southern Leyte
Date of Travel: June 4-5, 2023
Purpose: Team Building

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: ☒ University Vehicle
[] Public Conveyance

Noted/Verified:

MARIA JULIET C. CENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VP for Academic Affairs

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
President



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Visca, Baybay City, Leyte

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Certified Correct:

CELESTIAL MANIGO
Name of Traveling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 26, 2023
Date

Name: **ODELO B. BALDOS**
Designation: **AG.TECH.II**
Destination: **Molopolo, Liloan, Southern Leyte**
Date of Travel: **June 4-5, 2023**
Purpose: **Team Building**

Total Expenses: _____
Source of Funds: _____
Transportation: ☒ University Vehicle
[] Public Conveyance

Noted/Verified: **JEROME O. XRRIBADO**
MARIA JULIET C. CENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VP for Academic Affairs

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
President



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Visca, Baybay City, Leyte

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Certified Correct: **ODELO B. BALDOS**
Name of Traveling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 26, 2023
Date

Name DHENBER C. LUSANTA
Designation Instructor III Signature
Destination : Molopolo, Liloan, Southern Leyte
Date of Travel : June 4-5, 2023
Purpose : Team Building

Total Expenses: _____
Source of Funds _____
Transportation: ☒ University Vehicle
[] Public Conveyance

Noted/Verified: JEROME O. ARRIBADO
MARIA JULIET C. CENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VP for Academic Affairs

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

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Certified Correct:

DHENBER C. LUSANTA
Name of Traveling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 26, 2023
Date

Name: **REYNANTE G. MACAPANAS**
Designation: **SRA**
Destination: **Molopolo, Liloan, Southern Leyte**
Date of Travel: **June 4-5, 2023**
Purpose: **Team Building**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: [] University Vehicle
[] Public Conveyance

Noted/Verified: **JEROME G. ARRIBADO**
MARIA JULIET C. GENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VP for Academic Affairs

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

MARIA JULIET C. GENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
President



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Certified Correct:

REYNANTE G. MACAPANAS
Name of Traveling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor