

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

May 26, 2023 Date

Name Designation Destination: Date of Travel: Purpose:	Director, Eco-FARMI Molopolo, Liloan, Southern Leyte May 18, 2023, June 4-5, 2023 Team Building	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
Total Expenses:		(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
Source of Funds Transportation:	University Vehicle [] Public Conveyance	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
Noted/Verified	MARIA JULIET C. CENIZA Office Head/Immediate Supervisor	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
RECOMMENDING	O APPROVAL: VP for Academic Affairs	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
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct: JEROME O. ARRIBADO
e	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Name of Tråveling Employee
APPROVED:	EDGARDO E. TULIN	Noted/verified except Clearance from Nurse :

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

May 26, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	O	employee have no symptoms of Covid 19
Name Designation	CELESTIAL MANIGO Head, GISSU Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination:	Molopolo, Liloan, Southern Leyte	Certification from the organizer that social distancing
Date of Travel :	June 4-5, 2023	and other health/hygiene protocols against Covid 19
Purpose :	Team Building	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
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
	[] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
		Waiver from the employee concerned that he/she is
Noted/Verified	ŀ	willing to undergo self quarantine for 14 days,
Noted/Verified	MARIA JULIET C. CENIZA	while he/she will be on work from home scheme
	Office Head/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
		Clearance issued by the Nurse on duty 30 minutes
		prior to travel should be submitted to the guard on
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	La change of finals / 15 other than the	Certified Correct:
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct.
	Deptronice riead)	CELESTIAL MANIGO
		Name of Traveling Employee
(#)	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:	•	
	EDGARDO E. TULIN	Name of Office Head/Supervisor
	President	Name of Office Head/Supervisor



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

May 26, 2023 Date

L	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Designation Destination : Molopolo, Liloan, Southern Leyte Durpose : Team Building	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
Total Expenses: Source of Funds Transportation: University Vehicle Public Conveyance	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
Noted/Verified: WARIA JULIET C. CENIZA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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
VP for Academic Affairs	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
In-charge of funds (If other than the Dept/Office Head)	ODELO B. BALDOS Name of Traveling Employee
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
APPROVED: EDGARDO E. TULIN	Noted/verified except Clearance from Nurse :
President	Name of Office Head/Supervisor



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

May 26, 2023 Date

Designation Instructor	Liloan, Southern Leyte 2023	Signature	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
Purpose <u>ream ban</u>	Mility		(if applicable) Quarantine passes issued by the destination LGU
[] Public C	urce of Funds Insportation: [] Public Conveyance Instituted/Verified: Insportation: Insport		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
-	VP for Academic Affairs		duty before allowing vehicle to go out of campus
De	of funds (If other than the ept/Office Head)		Certified Correct: DHENBER C. LUSANTA Name of Traveling Employee
VP for Res	search, Extension & Innovatio	n	Noted/verified except Clearance from Nurse :
APPROVED:	DGARDO E. TULIN President		Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

May 26, 2023 Date

		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name	REYNANTE G. MACAPANAS	Invitation from the organizer of the activity/conference/
200.8.10.10.1	SRA Signature	meeting (if applicable)
- Committee of the comm	Molopolo, Liloan, Southern Leyte	Certification from the organizer that social distancing
	June 4-5, 2023	and other health/hygiene protocols against Covid 19
Purpose :	Team Building	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
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
A CONTRACTOR AND A CONT	[] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
	(Washin	Waiver from the employee concerned that he/she is
Noted/Verified:	JEROME O. ARRIBADO	willing to undergo self quarantine for 14 days,
Noted/Vermed.	MARIA JULIET C. CENIZA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
	and product of the control of the co	employee to be delivered/accomplished during his/her
RECOMMENDING	APPROVAL:	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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	8,	
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	
		REYNANTE G. MACAPANAS
	MARIA JULIET C. CENIZA	Name of Traveling Employee
(6)	VP for Research, Extension & Innovation	
		N-1-4/
ADDROVED:	4	Noted/verified except Clearance from Nurse :
APPROVED:	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor