



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

08-Aug-22

Name Designation Destination Date of Travel Purpose ODELO B. BALDOS Ag. Tech. II Signature August 10, 11, 18, 25, 2022 Hands-on training on Biofertilizer production and Natural Farming Inputs	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
Total Expenses: Source of Funds Transportation: [+] University Vehicle [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
In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Certified Correct: ODELO B. BALDOS Name of Travelling Employee
APPROVED: EDGARDO E. TULIN President	Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY

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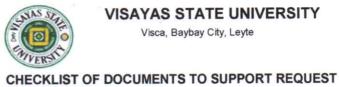
CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):





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7/27/2022

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/high 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 Travelling Employee	Designation In Destination : B Date of Travel : A Purpose : H	EROME O. ARRIBADO nstructor I rgy. Bakwit, Bato, Leyte ugust 10, 11, 18, 25, 2022 lands-on training on Biofertilizer roduction and Natural Farming nputs	Signature	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)
In-charge of funds (If other than the Dept/Office Head) Certified Correct: JEROME O. ARRIBADO	Source of Funds Transportation: [1] [/ Noted/Verified:	DHENBER C. LUSANTA Office Head/Immediate Supervis	sor	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
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation		Dept/Office Head) MARIA JULIET C. CENIZA	on	duty before allowing vehicle to go out of campus Certified Correct: JEROME O. ARRIBADO
APPROVED: EDGARDO E. TULIN President Name of Office Head/Supervisor		EDGARDO E. TULIN		



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

07-Aug-22

	Date	
		Medical Clearance from the VSU Infirmary that the
	Control	employee have no symptoms of Covid 19
Name	JOLLIVIE A. CURAY	Invitation from the organizer of the activity/conference/
Designation	Science Research Assistant Signatur	
Destination :	Brgy. Bakwit, Bato, Leyte	Certification from the organizer that social distancing
Date of Travel :	August 10, 11, 18, 25, 2022	and other health/hygiene protocols against Covid 19
Purpose :	Hands-on training on Biofertilizer	will be observed for the duration of the activity
	production and Natural Farming	(if applicable)
	Inputs	(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/Verifie		willing to undergo self quarantine for 14 days,
	DHENBER C. LUSANTA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
	V	employee to be delivered/accomplished during his/her
RECOMMENDIN	IG 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
		duty before allowing vehicle to go out of campus
		duty before allowing vehicle to go out or campus
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	Conference
		JOLLIVIE A. CURAY
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
-	VP for Research, Extension & Innovation	*
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor