



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte  
6521 Philippines

## TRAVEL REQUEST / ORDER

Date: June 20, 2023

Name : DIONESIO M. BAÑOC  
Designation : Department Head *Signature*  
Destination : Naval, Biliran  
Date of Travel : June 22-23, 2023  
Purpose : Act as Resource Person in the conduct of training "Adaptation Strategies and Cost-Reducing Practices in Crop Production Amidst Climate Change Situation" for farmers and other stakeholders in Naval, Biliran  
Total Expenses: \_\_\_\_\_  
Source of Fund: (Official Time only)  
Transportation: [ ] University Vehicle [ ] Public Conveyance

Noted/Verified:

VICTOR B. ASIO

*Immediate Supervisor/Office Head*

RECOMMENDING APPROVAL:

VICTOR B. ASIO

*College Dean*

*In-Charge of Funds (if other than Office Head)*

N/A

MARIA JULIET C. CENIZA  
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS  
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN  
University President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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:

DIONESIO M. BAÑOC

*Name of Travelling Employee*

Noted/Verified except Clearance from Nurse:


VICTOR B. ASIO

*Name of Office Head/Supervisor*



## ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department		Date of Filing
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed	
No classes			No classes	
Reason(s) of:				
a. Leave: Date(s) _____ ____ Vacation ____ Sick _____ ____ others (Pls. specify) _____		b. Travel: Date(s) <u>June 22-23, 2023</u>		
<b>Conforme:</b>		<b>Prepared by:</b>		
<u>N/A</u> Name & Signature of person taking over the classes(s)		 <b>DIONESIO M. BAÑOC</b> Name & Signature of Instructor/Professor		
<b>Approved by:</b>  <u>VICTOR B. ASIO</u> Name & Signature of Immediate Supervisor Date: _____				

\*to be accomplished in 2 copies