



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

6/21/2024

Date

Name : LILIAN B. NUÑEZ
Designation : Assoc. Prof. V Signature
Destination : VSU Alang-alang Campus
Date of Travel : June 28, 2024
Purpose : To provide technical assistance to BIDANI core team.

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

Noted/Verified: _____
ROTACIO S. GRAVOSO
Immediate Supervisor

RECOMMENDING APPROVAL: _____
N/A
College Dean

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

SANTIAGO T PEÑA JR.
VP for Res, Extn. & Innovation

ROTACIO S. GRAVOSO
VP for Academic Affairs

APPROVED:

PROSE IVY G. YEPES
President



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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 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:

LILIAN B. NUÑEZ
Name of the travelling employee

Noted/verified except Clearance from Nurse :

ROTACIO S. GRAVOSO
Name of Office Head/Supervisor

OFFICE OF
THE PRESIDENT



DEPARTMENT OF
AGRICULTURAL SCIENCES

07#387

u/24

To: Dr. Lilian B. Nuñez

Ms. Saloma B. Gisulga

Ms. Melodina P. Edullantes

UPAA

FOR YOUR:

☐ Study

☒ Appropriate Action

☒ Information

☐ Comment/Recommendation

☐ Notation and Return

☐ Dissemination

REMARKS:

Please check your availability
on June 28, 2024 for this meeting.

For your appropriate action.

EA/cw Comy
6/22/24

Dr. LILIAN B. NUÑEZ
CME Dean, ISRDS Director and VSU-
BIDANI Program Leader
Visayas State University

I will hold a meeting to discuss our extension
Integrated Development Approach for Nutrition
Quality of Alangalang, Leyte", on June 28, 2024.

the VSU-BIDANI Program Leader, Dr. Lilian B.

Nuñez and Component Leaders, Ms. Saloma B. Gisulga and Ms. Melodina P. Edullantes.
Given their expertise and pivotal roles in the BIDANI program, their insights and guidance will
greatly be essential for the successful planning and implementation of this project.

Your support for this request will greatly be appreciated, as it will play a critical role in
the success of our BIDANI extension project.

Thank you very much for your time and consideration.

Respectfully yours,

JEMBOY M. CADENAS
Project Leader
VSU A - BIDANI



DEPARTMENT OF AGRICULTURAL SCIENCES
Visayas State University Alangalang
Brgy. Binongtoan, Alangalang, Leyte Philippines
Telefax: +63 53 565 0600 LOCAL 1098
Email: alangalang@vsu.edu.ph
Website: www.vsu.edu.ph

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