

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

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## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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

		4-18	Medical Clearance from the VSU Infirmary that the
Name	ROBELYN T. PIAMONTE	H 1	Invitation from the organizer of the activity/conference
Designation	Director	Signature	meeting (if applicable)
Destination	Merida, Leyte	O. W. A. LOI O	Certification from the organizer that social distancing
Date of Travel	July 1-2, 2022		and other health/hygiene protocols against Covid 19
Purpose :	Team Building		· · · · · · · · · · · · · · · · · · ·
	- January		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		•	Strong justification from the requesting party duly
Transportation:	[ ] University Vehicle		endorsed by the immediate supervisor on the 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	d:		willing to undergo self quarantine for 14 days.
	MARIA JULIET C. CENIZA		while he/she will be on work from home scheme
	Office Head/Immediate Supervis	юг	Approved list of outputs between supervisor and
RECOMMENDIN	G APPROVAL:		employee to be delivered/accomplished during his/her 14 days work from home scheme
	the state of		Clearance issued by the Nurse on duty 30 minutes
	ROBELYN T. PLAMONTE		prior to travel should be submitted to the guard on
	Director NARC		duty before allowing vehicle to go out of campus
	. 1	•	and anothing to mote to go out of our pub
	N/A		
	in-charge of funds ( if other than the		Certified Correct:
	Dept/Office Head)		
			Name of Travelling Employee
	MARIA JULIET C. CENIZA		
	VP for Research, Extension & Innovation	1 ;	
			Noted/verified except Clearance from Nurse :
APPROVED:		4	The state of the s
	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor



Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

		<i>∱</i> /, □	Medical Clearance from the VSU Infirmary that the
lame	FELICIANO G. SINON	<u>/</u> `[	Invitation from the organizer of the activity/conferen
esignation	: Project Leader : Merida, Leyte	ignature	meeting (if applicable)
estination late of Travel	: July 1-2, 2022	L	Certification from the organizer that social distancing
	**************************************	•	and other health/hygiene protocols against Covid 19
'urpose	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
otal Expenses:			Strong justification from the requesting party duly
ource of Funds		• • • •	endorsed by the immediate supervisor on the
ransportation:	[ ] 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
loted/Verifie	d: V		Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
	ROBELYN T. PIAMONTE		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/h
ECOMMENDIN	IG APPROVAL:	-	14 days work from home scheme
			Clearance issued by the Nurse on duty 30 minutes
	Director, NARC		prior to travel should be submitted to the guard on
	2 Director, NARC		duty before allowing vehicle to go out of campus
	N/A		
	In-charge of funds ( if other than the		Certified Correct:
	Dept/Office Head)		
•			
	MADIA HILIET O OFFICE		Name of Travelling Employee
	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation		
	To research, Extension & milovation		
			Noted/verified except Clearance from Nurse :
PPROVED:			
•	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY** 

Visca, Baybay City, Leyte

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Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

President

Jun. 6, 2022 Date

		L	Medical Clearance from the VSU Infirmary that the
Name	: LUZ O. MORENO	gom !	Invitation from the organizer of the activity/conference/
Designation	: Project Leader	Signature	meeting (if applicable)
Destination	: Merida, Leyte	Ī	Certification from the organizer that social distancing
Date of Travel	: July 1-2, 2022	_	and other health/hygiene protocols against Covid 19
Purpose .	: Team Building		will be observed for the duration of the activity (if applicable)
		Г	Quarantine passes issued by the destination LGU
			and if possible, together with passes from LGUs
	•		enroute to the destination
Total Expenses:		Г	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
		1 1	health/hygiene protocols during the trip
Noted/Verified	Office Head/Immediate Supervis	or [	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
	4 9	· F	Clearance issued by the Nurse on duty 30 minutes
	ROBELYN T. PIAMONTE		prior to travel should be submitted to the guard on
	Director, NARC		duty before allowing vehicle to go out of campus
	N/A		
	In-charge of funds (If other than the Dept/Office Head)		Certified Correct:
	Depromice Head)	+.	
		•	Name of Travelling Employee
	MARIA JULIET C. CENIZA		Hame of Havening Employee
	VP for Research, Extension & Innovation		
APPROVED:			Noted/verified except Clearance from Nurse :
	EDGARDO E. TULIN	•	

**VISAYAS STATE UNIVERSITY** 

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Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

* *	
. Name :	JOVLYN G. JACOBE
Designation :	SRA Signature
Destination :	Merida, Leyte
Date of Travel :	July 1-2, 2022
Purpose :	Team Building
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•	
T-4-1 F	
Total Expenses:	
Source of Funds	CT I Indiana it a Marking
Transportation:	[ ] University Vehicle
	[ ] Public Conveyance
Noted/Verified	1. John
	LUZ O. MORENO
	Office Head/Immediate Supervisor
RECOMMENDING	G APPROVAL:
•	1
	ROBELYN T. PIAMONTS
	Director, NARC
	N/A
	In-charge of funds ( if other than the
	Dept/Office Head)
•	
	MADIA HILLET C. CENITA
	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation
	AL IOLIZEOEGICH, EXIGUSION & HINOARIOU
	•
APPROVED:	

EDGARDO E. TULIN President



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Visca, Baybay City, Leyte

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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

•	
Name	: FELIX L. OCON
Designation	: SRA Signature
Destination	: Merida, Leyte
Date of Travel	July 1-2, 2022
Purpose	Team Building
*	
	•
Total Expenses:	
Source of Funds	
Transportation:	[ ] University Vehicle
•	[] Public Conveyance
•	••
Noted/Verified	d: Popul
	LUZ O. MORENO
•	Office Head/Immediate Supervisor
RECOMMENDIN	G APPROVAL:
	1
	ROBELYN T. PIAMONTE
	Director, NARC
	$\sqrt{}$
	N/A
	In-charge of funds ( if other than the
	Dept/Office Head)
•	
	MARIA JULIET C. CENIZA
	VP for Research, Extension & Innovation
•	and the second s
APPROVED:	
	EDGARDO E. TULIN



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Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

Name	MIKE B. PAUSANOS	m.p
Designation :	Driver	Signature
<b>Destination</b>	Merida, Leyte	
Date of Travel	July 1-2, 2022	
Purpose :	Team Building	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Total Expenses:		
Source of Funds		
Transportation:	[ ] University Vehicle	
	[] Public Conveyance	
	,	
Noted/Verified	ROBELYN T. PIAMONTE	
	Office Head/Inimediate Supe	rvisor
RECOMMENDIN	G ARREOVAL:	
KECOMMENDIN	SAFFROVAL.	D .
	ROBELYN T. PIAMONTE	
	Director, NARC	<del>~</del> +
	5,1040,1010	
	NA	
	In-charge of funds ( If other than the	9
	Dept/Office Head)	
	•	
		i
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innova	tion
	•	
APPROVED:	EDGADDO E TULBI	
•	<u>EDGARDO E. TULIN</u>	

President



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Visca, Baybay City, Leyte

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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

		M.
Name :	MARLON D. BENGALAN	$\bigcirc$
Designation :	Admn. Aide	Signature
Destination :	Merida, Leyte	· · · · · · · · · · · · · · · · · · ·
Date of Travel	July 1-2, 2022	
Purpose :	Team Building	
		_
Total Expenses:		
Source of Funds		-
Transportation:	[] University Vehicle	<b>-</b> .
	[] Public Conveyance	
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	Λ .	
Noted/Verified	/	4
	ROBELYN T PIAMONTE	1
	Office Head/Immediate Superv	isor
DECOMMENDATI	0.40000144	
RECOMMENDIN	G APPROVAL:	$\Delta$
	POREL VILL DAMONTE	7
	Director NARC	1
	Director	
	NA	
	In-charge of funds ( if other than the	
	Dept/Office Head)	
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	on
APPROVED:		
	EDGARDO E. TULIN	
	. President	



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Visca, Baybay City, Leyte

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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

Name :	CIELO F. SEÑARA	Nun
Designation :	Admn. Aide III	Signature
Destination :	Merida, Leyte	
Date of Travel	July 1-2, 2022	
Purpose :	Team Building	
		·
Total Expenses:		
Source of Funds	- Annual Control of the Control of t	
Transportation:	[ ] University Vehicle	
	[ ] Public Conveyance	
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Noted/Verified	" / / /	
	Office Head/Immediate Supervision	or.
	Office Head/fillifiediate Supervis	SOI
RECOMMENDING	G APPROVAL:	
	Ly B	
•	ROBELYN T. PLAMONTE	7
	Director, NARC	<del></del>
	N/A	· · · · · · · · · · · · · · · · · · ·
	In-charge of funds ( If other than the	
	Dept/Office Head)	
		-
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	n
		6.5.4
APPROVED:		
	EDGARDO E. TULIN	
	President	



## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

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duty before allowing vehicle to go out of campus
Certified Correct:
Name of Travelling Employee
Note the effect of the second of
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

Name :	EDWIN V. BAGARINAO	ブヤー
Designation :	Machinist	Signature
Destination :	Merida, Leyte	
Date of Travel	July 1-2, 2022	
Purpose :	Team Building	
		•
Total Expenses:	•	
Source of Funds		•*
Transportation:	[ ] University Vehicle	
Turopor autori.	[] Public Conveyance	
		•
Noted/Verified	i:	
	FELICIANO GI SINON	
	Office Head/Immediate Supervis	sor
RECOMMENDIN	G APPROVAL:	*
	$\mathcal{M}$	
	ROBELYN T. PIAMONTE	<u> </u>
	Director, NARC	
*,		
	N/A	
	in-charge of funds ( if other than the	
	Dept/Office Head)	
	MARIA JULIET C. CENIZA	•
	VP for Research, Extension & Innovation	<b>.</b>
	and the state of t	•
APPROVED:		
	EDGARDO E. TULIN	
	President	•
		. •



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Visca, Baybay City, Leyte

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Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Jun. 6, 2022 Date

			Medical Clearance from the VSU Infirmary that the
Name :	MARIA ZAIDA A. FLORES	30fh	Invitation from the organizer of the activity/conference/
Designation :	Admn. Aide III	Signature	meeting (if applicable)
Destination :	Merida, Leyte		Certification from the organizer that social distancing
Date of Travel	July 1-2, 2022	•	and other health/hygiene protocols against Covid 19
Purpose :	Team Building	•	will be observed for the duration of the activity (if applicable)
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			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
	٠. ،		Waiver from the employee concerned that he/she is
Noted/Verified	ROBELYN T. PIAMONTE		willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
	Office Head/Immediate Supervi	sor	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
RECOMMENDIN	G APPROVAL:		14 days work from home scheme
	No the second	-	Clearance issued by the Nurse on duty 30 minutes
•	ROBELYN T. PIAMONTE	<u> </u>	prior to travel should be submitted to the guard on
	Director, NARC		duty before allowing vehicle to go out of campus
:	N/A		
•	In-charge of funds ( If other than the	*	Certified Correct:
	Dept/Office Head)		
			Name of Taxan Wass Forest
	MARIA JULIET C. CENIZA		Name of Travelling Employee
	VP for Research, Extension & Innovatio	n j	
			Noted/verified except Clearance from Nurse :
APPROVED:			
	EDGARDO 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

## **TRAVEL REQUEST / ORDER**

Jun. 6, 2022 Date

Name	: JEN B. POSAS
Designation	: SRA signature
Destination	: Merida, Leyte
Date of Travel	: July 1-2, 2022
Purpose	: Team Building
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•	
Total Expenses:	
Source of Funds	
Transportation:	
	[ ] Public Conveyance
• '	
:	· \ \ —————————————————————————————————
Noted/Verifie	
	ROBELYN T. PIAMONTEC
	Office Head/Immediate Supervisor
	V.
RECOMMENDIN	NG APPROVAL:
	/ X
	ROBELYN T. PIAMONTE
	Director, NARC
	<b>\</b>
	N/A
	In-charge of funds ( if other than the
	In-charge of funds ( if other than the
	In-charge of funds ( if other than the
	In-charge of funds ( if other than the
•	In-charge of funds ( if other than the Dept/Office Head)
	In-charge of funds ( if other than the Dept/Office Head)  MARIA JULIET C. CENIZA
	In-charge of funds ( if other than the Dept/Office Head)  MARIA JULIET C. CENIZA
<b>APPROVED:</b>	In-charge of funds ( if other than the Dept/Office Head)  MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation
APPROVED:	In-charge of funds ( if other than the Dept/Office Head)  MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation
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APPROVED:	In-charge of funds ( if other than the Dept/Office Head)  MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation  EDGARDO E. TULIN



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