



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022
Date

Name : **ROBELYN T. PIAMONTE**
Designation : **Director**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified:

MARIA JULIET C. CENIZA
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director NARC

N/A

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
President



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

**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 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:

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **FELICIANO G. SINON**
Designation : **Project Leader**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified:

ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director, NARC

N/A

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
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Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

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TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **LUZ O. MORENO**
Designation : **Project Leader**
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:

ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director, NARC

N/A

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

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN
President

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Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **JOVLYN G. JACOB**
Designation : **SRA**
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: _____
LUZ O. MORENO
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: _____
ROBELYN T. PIAMONTE
Director, NARC
N/A
In-charge of funds (If other than the
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MARIA JULIET C. CENIZA
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Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022

Date

Name : **FELIX L. OCON**
 Designation : **SRA**
 Destination : **Merida, Leyte**
 Date of Travel : **July 1-2, 2022**
 Purpose : **Team Building**

Signature

Total Expenses: _____
 Source of Funds: _____
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☐ Public Conveyance

Noted/Verified:

LUZ O. MORENO

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE

Director, NARC

N/A

In-charge of funds (If other than the
Dept/Office Head)**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

APPROVED:

EDGARDO E. TULIN

President

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Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jun. 6, 2022
Date

Name : **MIKE B. PAUSANOS** *m.p.*
Designation : **Driver** 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: _____
ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: _____
ROBELYN T. PIAMONTE
Director, NARC
N/A
In-charge of funds (If other than the
Dept/Office Head)

MARIA JULIET C. CENIZA
VP for Research, Extension & Innovation

APPROVED: _____
EDGARDO E. TULIN
President



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Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

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TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **MARLON D. BENGALAN**
Designation : **Admn. Aide**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ University Vehicle
☐ Public Conveyance

Noted/Verified:

ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director NARC

N/A

In-charge of funds (If other than the
Dept/Office Head)**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

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President**VISAYAS STATE UNIVERSITY**

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Name of Office Head/Supervisor

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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022

Date

Name : **CIELO F. SEÑARA**
 Designation : **Admn. Aide III**
 Destination : **Merida, Leyte**
 Date of Travel : **July 1-2, 2022**
 Purpose : **Team Building**


 Signature

Total Expenses: _____
 Source of Funds: _____
 Transportation: ☐ University Vehicle
 ☐ Public Conveyance

Noted/Verified:


ROBELYN T. PIAMONTE
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:


ROBELYN T. PIAMONTE
 Director, NARC

N/A

 In-charge of funds (If other than the
 Dept/Office Head)
MARIA JULIET C. CENIZA

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 Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022

Date

Name : **EDWIN V. BAGARINAO**
Designation : **Machinist**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Signature

Total Expenses: _____

Source of Funds: _____

Transportation: ☐ University Vehicle
☐ Public Conveyance.

Noted/Verified:

FELICIANO G. SINON

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE

Director, NARC

N/A

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

MARIA JULIET C. CENIZA

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Name of Office Head/Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **MARIA ZAIDA A. FLORES**
Designation : **Admn. Aide III**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ University Vehicle
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Noted/Verified:

ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Director, NARC

N/A

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Name of Office Head/Supervisor

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TRAVEL REQUEST / ORDERJun. 6, 2022
Date

Name : **JEN B. POSAS**
Designation : **SRA**
Destination : **Merida, Leyte**
Date of Travel : **July 1-2, 2022**
Purpose : **Team Building**

Jen B. Posas
Signature

Total Expenses: _____
Source of Funds: _____
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☐ Public Conveyance

Noted/Verified:

Robelyn T. Piamonte
ROBELYN T. PIAMONTE
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

Robelyn T. Piamonte
ROBELYN T. PIAMONTE
Director, NARC

N/A

In-charge of funds (if other than the
Dept/Office Head)**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation

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