

Visca, Baybay City, Leyte

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

	. /	Medical Clearance from the VSU Infirmary that the
Name	: JEDESS MILADEL N. SALOMON	Invitation from the organizer of the activity/conference
Designation	/ /	ignature meeting (if applicable)
Destination	: Brgy. Amguhan, Baybay	Certification from the organizer that social distancing
Date of Travel	Jul. 18, 2022	and other health/hygiene protocols against Covid 19
Purpose	: conduct training on Abaca GAP	will be observed for the duration of the activity
	and IPM.	(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
	۸ ٬ ۸	Waiver from the employee concerned that he/she is
Noted/Verifie	d:	willing to undergo self quarantine for 14 days,
	ROBELYN TO PIAMONTE	while he/she will be on work from home scheme
	Office Head/Inmediate Supervisor	Approved list of outputs between supervisor and
	,	employee to be delivered/accomplished during his/he
RECOMMENDIN	NG APPROVAL:	14 days work from home scheme
	X	Clearance issued by the Nurse on duty 30 minutes
	ROBELYN T. PIAMONTA	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 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



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

Name :	MARY CRIS F. PLENOS
Designation :	Co-Project Leader Signature
Destination :	Brgy. Amguhan, Baybay
Date of Travel	Jul. 18, 2022
Purpose :	conduct training on Abaca GAP
	and IPM.
Total Expenses:	
Source of Funds	
Transportation:	[] University Vehicle
Transportation.	[] Public Conveyance
	[11 dono conveyance
	Δ, , ,
Noted/Verified	1: / /
	ROBELYN T. PIAMONTE
	Office Head/In mediate Supervisor
RECOMMENDING	C APPROVAL:
RECOMMENDING	S AFFROVAL:
	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:	SDOADDO E TIV
	EDGARDO E. TULIN
	President



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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 :



Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

Jul. 4, 2022 Date

	/	α, ,	Medical Clearance from the VSU Infirmary that the
Name : Designation : Destination : Date of Travel : Purpose :	PROBELYN T. PIAMONTE Director Brgy. Amguhan, Baybay Jul. 18, 2022 conduct training on Abaca GAP and IPM.	Signature	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
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/Verified	4.		willing to undergo self quarantine for 14 days,
Noted/Vermed	MARIA JULIET C. CENIZA		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
	R	i	Clearance issued by the Nurse on duty 30 minutes
	BOBELYN T. RIAMONTE	١	prior to travel should be submitted to the guard on
	Director, NARC		duty before allowing vehicle to go out of campus
	N/A	<u> </u>	Contificat Connects
	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	n	
			Noted/verified except Clearance from Nurse :
APPROVED:	EDOADDO E TIMBI		
	<u>EDGARDO E. TULIN</u>		

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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

Name	: FELIX L. OCON	· 1~	Invitation from the organizer of the activ
Designation	: SRA	Signatu	
Destination	: Brgy. Amguhan, Baybay	-	Certification from the organizer that soci
Date of Travel	: Jul. 18, 2022	_	and other health/hygiene protocols again
Purpose	: conduct training on Abaca GAP		will be observed for the duration of the a
	and IPM.	•	(if applicable)
			Quarantine passes issued by the destination
			and if possible, together with passes from
			enroute to the destination
Total Expenses:			Strong justification from the requesting p
Source of Funds		•	endorsed by the immediate supervisor o
Transportation:	[] University Vehicle	•	necessity and urgency of the trip and cor
	[] Public Conveyance		of the requesting party to religiously com
			health/hygiene protocols during the trip
Noted/Verifie			Waiver from the employee concerned the
Moted/verme	LUZ O. MORENO		willing to undergo self quarantine for 14
	Office Head/Immediate Supervis	205	while he/she will be on work from home
	Omoc Head/Infliediate Supervis	501	Approved list of outputs between superv
RECOMMENDIN	IG APPROVAL:		employee to be delivered/accomplished 14 days work from home scheme
	/ X		Clearance issued by the Nurse on duty 3
	ROBELYN T. RIAMONTE		prior to travel should be submitted to the
	Director, NARC		duty before allowing vehicle to go out of
	\		, and a go can on
	N/A		_
	In-charge of funds (If other than the Dept/Office Head)		Certified Correct:
	Depronice Head)		
			Name of Travelling Employee
	MARIA JULIET C. CENIZA		The state of the s
	VP for Research, Extension & Innovation	n	
			M - W
APPROVED:			Noted/verified except Clearance from Nu
	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor



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Quarantine passes issued by the destination LGU
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Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :



APPROVED:

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

Jul. 4, 2022 Date

			Medical Cli
Name	JOVY G. ENSO	Span	Invitation fr
Designation	SRA	Signature	meeting (if
Destination :	Brgy. Amguhan, Baybay		Certification
Date of Travel	Jul. 18, 2022		and other h
Purpose :	conduct training on Abaca GAP		will be obse
	and IPM.		(if applicat
			Quarantine
			and if possi
			enroute to t
Total Expenses:			Strong justi
Source of Funds			endorsed b
Transportation:	[] University Vehicle		necessity a
	[] Public Conveyance		of the reque
	~ <i>[</i>		health/hygie
	. 10145		Waiver fron
Noted/Verified	/ 10		willing to un
	JEDES'S MILADEL N. SALOMOI		while he/sh
	Office Head/Immediate Superviso	or	Approved li
DECOMMENDA	C ADDOOMAL		employee to
RECOMMENDIN	G APPROVAL:		14 days wor
	POPEL VILT DIAMONTE		Clearance is
	Director, NARC		prior to trave
	Bilettor, NARC		duty before
	\ _{N/A}		
	In-charge of funds (If other than the		Certified (
	Dept/Office Head)		
			Nam
	MARIA JULIET C. CENIZA		
	VP for Research, Extension & Innovation		

EDGARDO E, TULIN President



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



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TRAVEL REQUEST / ORDER

President

Jul. 4, 2022 Date

		Medical Clearance from the VSU Infirmary that the
Name Designation	: RACHELLE ANN BARBOSA : SRA	Invitation from the organizer of the activity/conference/
Destination	: Brgy. Amguhan, Baybay	meeting (if applicable) Certification from the organizer that social distancing
Date of Travel	. Jul. 18, 2022	and other health/hygiene protocols against Covid 19
Purpose	: conduct training on Abaca GAP	will be observed for the duration of the activity
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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
Noted/Verified	d:	Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
	ROBELYN T. RIAMONTE	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
RECOMMENDIN	CARROVAL	employee to be delivered/accomplished during his/her
VECOMINIEM INTERNATION	G APPROVAL:	14 days work from home scheme
	ROBELYN T. PIAMONTE	Clearance issued by the Nurse on duty 30 minutes
	Director, NARC	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
	1	and a series and the series to go out or campus
	N/A	·
	In-charge of funds (If other than the Dept/Office Head)	Certified Correct:
	Sopromoc (load)	
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	0 1 1,7==
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
PPROVED:		
	<u>EDGARDO E. TULIN</u>	

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