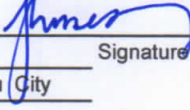


**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERFeb. 21, 2024

Date

Name LILIAN B. NUÑEZ Signature 
Designation Project Staff
Destination Ormoc and Sudlon I & II Cebu City
Date of Travel: Feb. 26 to March 1, 2024
Purpose : To conduct FGD with women vegetable farmers and attend a meetings with local government for an inclusive vegetable value chain case study

Total Expenses: _____

Source of Funds 377-ACIAR-CSIRO-PROJECT

Transportation: [] University Vehicle

[X] Private Vehicle

[] Public Conveyance

Noted/Verified:

ANTONIO P. ABAMO

Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO

College Dean

ANTONIO P. ABAMOIn-charge of funds (If other than the
Dept/Office Head)DENNIS P. PEQUE

VP for REI

BEATRIZ S. BELONIAS

VP for AA

APPROVED:

DANIEL LESLIE S. TAN

OIC- President

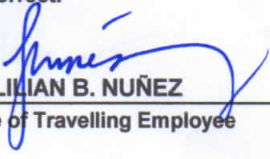
**VISAYAS STATE UNIVERSITY**

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:


LILIAN B. NUÑEZ

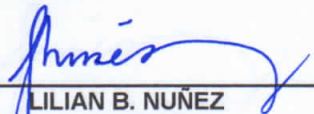
Name of Travelling Employee

Noted/verified except Clearance from Nurse :_____
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			
LILIAN B. NUÑEZ		ISRDS	February 22, 2024			
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed			
Soci11n – Gender and Society	1) TF 11:30-1:00	40	>February 27 (Tues): Students will read Lesson 2.4 in the Moodle Classroom and answer the learning task. >March 1 (Fri): Students will read Lesson 3.1 in the Moodle Classroom.			
	2) TF 1:30-3:00	24				
Reason(s) of:						
a. Leave: Date(s): ____ Vacation ____ Sick ____ others (Pls. specify):		b. Travel: Date(s) <u>February 29-March 1, 2024</u>				
Conforme:		Prepared by:				
NA						
Name & Signature of person taking over the classes(s)		LILIAN B. NUÑEZ Instructor/Professor				
Approved by:						
MOISES NEIL V. SERIÑO Dean, CME Date: _____						

*to be accomplished in 2 copies