

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

November 18,2022 Date

Name	: FELIX M. SALAS				
Designation	: Professor VI Signature				
Destination	: Bato, Biliran, Biliran				
Date of Travel	: November 25,2022				
Purpose	: Conduct an onsite assessment at				
	SVFTEA Garden				
Total Expenses					
Source of Fund					
Transportation:	[] University Vehicle				
	[] Public Conveyance				
	2				
	30 heard				
Noted/Verifi					
	ELIZABETH S. QUEVEDO				
	Office Head/Immediate Supervisor				
RECOMMEND	NG APPROVAL:				
TILO OMMETED	NO PETROVAL				
	MA. THERESA P. LORETO				
	College Dean				
In-charge of funds (if other than the					
	Dept/Office Head)				
	BEATRIZ S. BELONIAS				
	VP for Academic Affairs				
APPROVED					
	EDGARDO E THUN				

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)
	Codification from the appropriate that and all the second
_	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
L	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
Г	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:
	An h
	FELIX M. SALAS
	Name of Travelling Employee
	Noted/verified except Clearance from Nurse :
	The second secon

Name of Office Head/Supervisor



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC **AFFAIRS**

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7106; Local 1003 Email Address: ovpaa@vsu.edu.ph Website: www.vsu.edu.ph

ARRANGEMENT FOR CLASS(ES) MISSED

	Application for Leav			
Name of Facult	Department		Date of Filing	
FELIX M. SALAS	DoPAC		November 25, 2022	
Subject(s) Taught	Class Schedule	No. of Students	Arrange	ment for classes missed/ to be missed
Hort 311 – Advanced Postharvest Physiology of Perishable Crops II x-x-x-x-x	4	Make-up class		
Reason(s) of: a. Leave: Date(s) VacationSickothers (Pls. specify)		b. Travel:	Date(s)N	ov. 25, 2022
Conforme: Name & Signature of person taking of the classes(s)	ver		Prepared to	FELIX M. SALAS Signature of Instructor/Professor
and diagonal of	applue	proved by: TH S. QUEV	/EDO	or

*to be accomplished in 2 copies