



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

2-Dec-21

Date

Name : **MILAGROS C. BALES**
Designation : **Project Leader** Signature

Destination : **Brgy. Bitanhuon, Baybay City, Leyte**

Date of Travel : **December 06, 2021**

Purpose : **To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project**

Total Expenses: _____

Source of Funds: _____

Transportation: ☒ University Vehicle
☐ Public Conveyance

Noted/Verified: **KAREN LUZ P. YAP**
Head, DAEx

RECOMMENDING APPROVAL:

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 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
- ☐ 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

MILAGROS C. BALES

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

KAREN LUZ P. YAP

Immediate Supervisor

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

2-Dec-21

Date

Name : **FATIMA T. BALIÑA** *F. T. Baliña*
Designation : **Assistant Project Leader** Signature

Destination : Brgy. Bitanluan, Baybay City, Leyte

Date of Travel : December 06, 2021

Purpose : To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project

Total Expenses: _____

Source of Funds: _____

Transportation: [x] University Vehicle
[] Public Conveyance

Noted/Verified: *K. Luz P. Yap*
KAREN LUZ P. YAP
Head, DAEE

RECOMMENDING APPROVAL:

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

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EDGARDO E. TULIN
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F. T. Baliña
FATIMA T. BALIÑA

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

K. Luz P. Yap
KAREN LUZ P. YAP
Immediate Supervisor



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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

2-Dec-21

Date

Name : **AIZA C. ORACION**
Designation : **Training Officer** Signature

Destination : Brgy. Bitanahuan, Baybay City, Leyte

Date of Travel : December 06, 2021

Purpose : To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project

Total Expenses: _____

Source of Funds _____

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[] Public Conveyance

Noted/Verified: **KAREN LUZ P. YAP**
Head, DAEEEx

RECOMMENDING APPROVAL:

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VP for Research, Extension & Innovation

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AIZA C. ORACION
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

KAREN LUZ P. YAP
Immediate Supervisor

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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

2-Dec-21

Date

Name : **JEMBOY M. CADENAS**Designation : **Research Assistant**
SignatureDestination : **Brgy. Bitanahuan, Baybay City, Leyte**Date of Travel : **December 06, 2021**Purpose : **To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project**

Total Expenses: _____

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KAREN LUZ P. YAP

Head, DAEE

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JEMBOY M. CADENAS

Name of Travelling Employee

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KAREN LUZ P. YAP

Immediate Supervisor



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TRAVEL REQUEST / ORDER

2-Dec-21

Date

Name : **ROSEMARIE A. DECIO**
Designation : **Research Assistant**
Destination : **Brgy. Bitanluan, Baybay City, Leyte**
Date of Travel : **December 06, 2021**
Purpose : **To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project**

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ROSEMARIE A. DECIO
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

KAREN LUZ P. YAP
Immediate Supervisor