

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

President

	Date	
Name : Designation :	MILAGROS C. BALES Project Leader Signature	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)
Destination :	Brgy. Bitanhuan, Baybay City, Leyte	Certification from the organizer that social distancing
Date of Travel : Purpose :	December 06,2021 To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project	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
Total Expenses: Source of Funds Transportation: Noted/Verifie	[x] University Vehicle [] Public Conveyance	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,
RECOMMENDIN	Head, DAEEx	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
	MARIA JULIET C. CENIZA	
APPROVED	VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse :
A. I INOTED	-	f. Xe
	EDGARDO E. TULIN	KAREN LUZ P. YAP
	President	Immediate Supervisor



Visca, Baybay City, Leyte



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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

2-Dec-21 Date

	Date	
	FATIMA T. BALIÑA J. J. BARIS	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name :		Invitation from the organizer of the activity/conference
Designation :	Assistant Project Leader Signature	meeting (if applicable)
Destination :	Brgy. Bitanhuan, Baybay City, Leyte	Certification from the organizer that social distancing
Date of Travel :	December 06,2021	and other health/hygiene protocols against Covid 19
	To attend a meeting with PhilFIDA staff re:	will be observed for the duration of the activity
	implementation of the VSU-PhilFIDA research-	(if applicable)
	cum project	Quarantine passes issued by the destination LGU
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[x] University Vehicle	necessity and urgency of the trip and commitment
•	[] Public Conveyance	of the requesting party to religiously comply with
	-	Waiver from the employee concerned that he/she is
Noted/Verifie	d: f: Sel	willing to undergo self quarantine for 14 days,
	KAREN-LUZ P. YAP	while he/she will be on work from home scheme
	Head, DAEEx	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/he
RECOMMENDIN	IG APPROVAL:	14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
		J. J. Batio
		FATIMA T. BALIÑA
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
		f: X
	EDGARDO E. TULIN	KAREN LUZ P. YAP
	President	Immediate Supervisor



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

	Date	
Name : Designation :	AIZA C. ORACION Mlacm 1/2 Training Officer Signature	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)
Destination :	Brgy. Bitanhuan, Baybay City, Leyte	Certification from the organizer that social distancing
	December 06,2021 To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project	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
Total Expenses: Source of Funds Transportation:	[x] University Vehicle [] Public Conveyance	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
Noted/Verifie	KARENLUZ P. YAP Head, DAEEx	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
RECOMMENDIN		employee to be delivered/accomplished during his/her 14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
		AIZA C. ORACION Name of Travelling Employee
	MARIA JULIET C. CENIZA	Name of Travelling Employee
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:	:	1 00
	EDGARDO E. TULIN	KAREN LUZ P. YAP
	President	Immediate Supervisor



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

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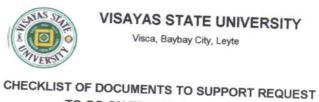
CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

	Date	
		Medical Clearance from the VSU Infirmary that the
	\sim	employee have no symptoms of Covid 19
Name :	JEMBOY M. CADENAS	Invitation from the organizer of the activity/conference
Designation :	Research Assistant Signature	meeting (if applicable)
	Des Bitanham Deshar City Laste	
Destination :	Brgy. Bitanhuan, Baybay City, Leyte	Certification from the organizer that social distancing
Date of Travel :	December 06,2021	and other health/hygiene protocols against Covid 19
Purpose :	To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-	will be observed for the duration of the activity (if applicable)
	cum project	Quarantine passes issued by the destination LGU
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[x] University Vehicle	necessity and urgency of the trip and commitment
	[] Public Conveyance	of the requesting party to religiously comply with
		Waiver from the employee concerned that he/she is
Noted/Verified	d: £: \$	willing to undergo self quarantine for 14 days,
	KAREN LUZ P. YAP	while he/she will be on work from home scheme
	Head, DAEEx	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/her
RECOMMENDIN	IG APPROVAL:	14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
		\mathcal{A}_{\cdot}
		JEMBOY MADENAS
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
		f: X
	EDGARDO E. TULIN	KAREN LUZ P. YAP
	President	Immediate Supervisor



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TO GO ON TRAVEL (please check):

Immediate Supervisor

TRAVEL REQUEST / ORDER

	Date	
Name Designation Destination Date of Travel Purpose	Research Assistant Brgy. Bitanhuan, Baybay City, Leyte December 06,2021 To attend a meeting with PhilFIDA staff re: implementation of the VSU-PhilFIDA research-cum project	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
Total Expenses: Source of Funds Transportation: Noted/Verified	Head, DAEEx	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
PPROVED:	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation EDGARDO E. TULIN President	Name of Travelling Employee Noted/verified except Clearance from Nurse: KAREN LUZ P. YAP