

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

4/17/2023

Date

Name : Melodina P. Edullantes *M. Edullantes*
 Designation : Science Research Specialist *Signature*
 Destination : Baybay City
 Date of Travel : April 26-28, 2023
 Purpose : To serve as resource persons during BMIS training among Hilongos LGU representatives in partnership with Baybay City LGU.

Total Expenses:

Source of Funds BIDANI
 Transportation: [] University Vehicle
 [] Public Conveyance

Noted/Verified:

Lilian B. Nuñez
LILIAN B. NUÑEZ
 Immediate Supervisor

RECOMMENDING APPROVAL:

Lilian B. Nuñez
LILIAN B. NUÑEZ
 Office Head/Director

In-charge of funds (If other than the Dept/Office Head)
VP for Res, Extn. & Innovation

APPROVED:

EDGARDO E. TULIN
 President
**VISAYAS STATE UNIVERSITY**

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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)
- ☐ 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 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:

Melodina P. Edullantes
MELODINA P. EDULLANTES
 Travelling Employee

Noted/verified except Clearance from Nurse :

MORSE NAIL V. SERINO
MORSE NAIL V. SERINO
 Name of Office Head/Supervisor