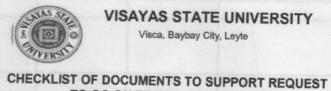


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

President

Бе Бегьине шаму тасогдар

April 11, 2024

			, 0	Medical Clearance from the	ne VSU Infirmary that the
Name :	KLEER JEANN G. LON	GATANG	1 sul	employee have no sympto	oms of Covid 19
Designation :	Instructor Signature Quinapondan, Eastern Samar			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	
Destination .					
Date of Travel : 7	April 14-16, 2024			will be observed for the	protocols against Covid 19
Purpose :	To attend SB session for the propoesed			will be observed for the du (if applicable)	ration of the activity
	Sagkaray Eco-park and v	vatershed		Quarantine passes issued	by the destination I OII
	ehabilitation.			and if possible, together w	ith passas from LCUs
Total Expenses:	V62 Intitinalisasis	20,00	501	enroute to the destination	iui passes iioiii LGUs
Source of Funds _	401		63		a requesting porty duly
	[] University Vehicle			Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment	
	[] Public Conveyance				
1] Private Vehicle	-		of the requesting party to r	eligiously comply with
P8-P7	PART HECKE	1		health/hygiene protocols d	uring the trip
Noted/Verified:		Tow		Waiver from the employee	concerned that he/aha is
196-197	TEOFANES A. F		In .	willing to undergo self quar	antine for 14 days
	Office Head/Immedia	ite Superviso	r	while he/she will be on wor	k from home scheme
100 CO 10			2.3	Approved list of outputs between supervisor and	
RECOMMENDING A	APPROVAL:	//	27	employee to be delivered/a	ccomplished during his/her
		54/	13	14 days work from home so	heme
P6-P7	TEOFANES A.P	ATINDOL	6	Clearance issued by the Nu	Irse on duty 30 minutes
	Department	Head	0	prior to travel should be sul	omitted to the guard on
	.1			duty before allowing vehicle	e to go out of campue
	MUL	-1		, and the second	to go out or campus
_	RENEZITA S.				ħ
	College De	an	54	Certified Correct:	()
			S.I.	//	W
				KLEER JEANN G.	LONGATANG
The man related hands to annead of		The state of	931	Name of Travellin	Employee
	In-charge of funds (If Dept/Office		е		
/ b8/b1/				Noted/verified except Clears	ance from Nurse :
DENNIS P. P	FOLIE				
P for Research, E		DEATRIZ 3. BELONIAS			X73~
i ioi rescaron, L	Alchsion a	VP for Acade	emic Affairs	TEOFANES A. F	PATINDOL /
PPROVED:				Name of Office Hea	
_ Jbe-641					
	PROSE IVY G. YEP	FC			
PARTY PARTY BOAL	TROOL IVI G. TEP	E9			