

## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

(For Faculty)

March 26; 2025 Date

Name :	Ernesto F. Bulayog	
Designation :	Assoc Prof. V Signature	
Destination :	Dumaguete City	
Date of Travel	March 30-April 2, 2025	
Purpose :	Attend training on trainers on Financial Literacy for Credit Union.	
Total Expenses: Source of Funds Transportation:	Personal (Official Time Only)  [ ] University Vehicle [x ] Public Conveyance	
Noted/Verifie	d:  LEMUEL S. PRECIADOS  Office Head/Immediate Supervisor	
RECOMMENDI	NG APPROVAL:	
	MARK C. RATILLA	_
	College Dean	
	In-charge of funds ( If other than the Dept/Office Head)	_
	ROTACIO S. GRAVOSO Vice Pres. Academic Affairs	
APPROVE	D:	
	PROSE IVY G. YEPES President	

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

<ul> <li>Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19</li> <li>Invitation from the organizer of the activity/conference/meeting (if applicable)</li> <li>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)</li> <li>Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination</li> <li>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</li> <li>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</li> <li>Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme</li> <li>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</li> </ul>
Certified Correct:
Name of Travelling Employee
Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor