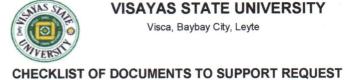




## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

Nov. 15, 2022 Date

	Medical Clearance from the VSU Infirmary that the
$\bigcirc$	employee have no symptoms of Covid 19
Name JOLLIVIE A. CURAY	Invitation from the organizer of the activity/conference
Designation SRA /Signature	meeting (if applicable)
Destination : Bakwit, Bato Leyte	Certification from the organizer that social distancing
Date of Travel : Nov. 18, 2022	and other health/hygiene protocols against Covid 19
Purpose : Conduct training on free-range	will be observed for the duration of the activity
chicken production	(if applicable)
	Quarantine passes issued by the destination LGU
	and if possible, together with passes from LGUs
	enroute to the destination
Total Expenses:	Strong justification from the requesting party duly
Source of Funds	endorsed by the immediate supervisor on the
Transportation: [ ] University Vehicle	necessity and urgency of the trip and commitment
[ ] Public Conveyance	of the requesting party to religiously comply with
lacksquare	health/hygiene protocols during the trip
	Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days,
DHENBER C. LUSANTA	while he/she will be on work from home scheme  Approved list of outputs between supervisor and
Office Head//mmediate Supervisor	employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:	14 days work from home scheme
V V	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
In-charge of funds ( If other than the	Certified Correct:
Dept/Office Head)	when c
2562 51105 1 1545)	JOLLIVIE A. CURAY
	Name of Travelling Employee
MARIA JULIET C. CENIZA	/
VP for Research, Extension & Innovation	
	Noted/verified except Clearance from Nurse :
APPROVED:	
EDGARDO E. TULIN	DHENBER C. LUSANTA
President	Name of Office Head/Supervisor