



TRAVEL REQUEST / ORDER

March 24, 2022
Date

FLORA MIA Y. DUATIN
Project Leader
Signature

Manila & Los Banos Laguna

March 28 - April 1, 2022

Purpose

Date of Travel

Destination

Designation

Name

To do benchmarking at UPLB for proposed project and to canvass out of order parts of laboratory equipment.

Total Expenses:

Source of Funds

Transportation: [] University Vehicle

[] Public Conveyance

Noted/Verified:

Center Director/Immediate Supervisor

ROBELYN T. PIAMONTE

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE

Center Director

ROBELYN T. PIAMONTE

In-charge of funds (if other than the

Dept/Office Head)

MARIA JULIET C. CENIZA

VP, OVPREI

EDGARDO E. TULIN

President

APPROVED:

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

Name of Travelling Employee

Certified Correct:

- ☐ 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 and if possible, together with passes from LGUs 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

TO GO ON TRAVEL (please check):

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST