




TRAVEL REQUEST / ORDER

Date: September 25,
2023

Name : Clemente N. Marañan Jr. 
Designation : Admin Aide I Signature
Destination : Cagayan de Oro City
Date of Travel : October 09-13, 2023
Purpose : To attend training on Frontline and Excellence Customer Service organized by PGAP.

Total Expenses: _____
Source of Fund: (Official Business only)
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:

DIONESIO M. BAÑOC
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

N/A
MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS
VP Research, Ext'n & Innov VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

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

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (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

Certified Correct:


CLEMENTE N. MARAÑAN JR.
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

DIONESIO M. BAÑOC
Name of Office Head/Supervisor