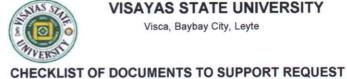


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

7-Jan-22

	Date		
		AL AL.	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
		Mr. Jan	
Name	JEROME O. ARRIBADO	THEM	Invitation from the organizer of the activity/conference/
Designation	Instructor I	Signature	meeting (if applicable) Certification from the organizer that social distancing
Destination	MAASIN CITY February 16, 2022		and other health/hygiene protocols against Covid 19
Date of Travel :	Process GSIS UMID Card		will be observed for the duration of the activity
Purpose :	1 TOCCSS COIC CIVIES CAIG		(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
Total Expenses:			endorsed by the immediate supervisor on the
Source of Funds Transportation:	[] University Vehicle		necessity and urgency of the trip and commitment
Transportation.	[/] Public Conveyance		of the requesting party to religiously comply with
	1		health/hygiene protocols during the trip
	1		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
	Office Head/Immediate Supervis	or	Approved list of outputs between supervisor and
THE CAME AND ADDRESS AND ADDRE			employee to be delivered/accomplished during his/her 14 days work from home scheme
RECOMMENDING APPROVAL:			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
	3		
	In-charge of funds (If other than the		Certified Correct: //
	Dept/Office Head)		Mally
	Action of the control		JEROME O. ARRIBADO
			Name of Travelling Employee
	MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	n	
			Noted/verified except Clearance from Nurse :
APPROVED:			
	EDGARDO E. TULIN		
	President		Name of Office Head/Supervisor