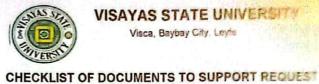


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyis

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

(For Faculty)

February 23,2022 Date

	Medical Clearance from the VSU Infirmary that the
	employee have no symptoms of Covid 19
Name : ARTURO E. PASA	Invitation from the organizer of the activity/conference
Designation : Project Leader Signature	meeting (if applicable)
Destination : Naval, Biliran	Certification from the organizer that social distancing
Date of Travel : February 28,2022	and other health/hygiene protocols against Covid 19
Purpose :	will be observed for the duration of the activity
Conduct a Masting with the Descincial Coverse	(if applicable)
Conduct a Meeting with the Provincial Governor and meeting with Pos in Naval, Biliran.	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
	health/hygiene protocols during the trip
N. 4. 407 - 15 - 1	Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
ANATOLIO N. POLINAR	Approved list of outputs between supervisor and
Dept. Head	employee to be delivered/accomplished during his/he
	14 days work from home scheme
RECOMMENDING APPROVAL:	Clearance issued by the Nurse on duty 30 minutes
DENNIS P. PEQUE	prior to travel should be submitted to the guard on
College Dean	duty before allowing vehicle to go out of campus
College Dealt	auty before anothing remain to go out or early
ARTURO E. PASA	
In-charge of funds	Certified Correct:
	740
	ARTURÓ E. PASA
	Name of Travelling Employee
MARIA JULIET C. CENIZA / BEATRIZ S. BELONIAS	
VP for Research, Extension Vice Pres. For Instruction	
and Innovation	
	Noted/verified except Clearance from Nurse:
APPROVED:	
EDGARDO E. TULIN	Name of Office Head/Cuponicar
President	Name of Office Head/Supervisor