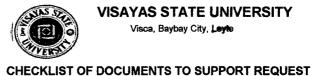


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

	Date	
	< // In	Medical Clearance from the VSU Infirmary that the
Name :	JEDESS MILADEL N. SALOMON	Invitation from the organizer of the activity/conference/
Designation :	Project Leader Signature	meeting (if applicable)
Destination :	City Agric. Office, Baybay	Certification from the organizer that social distancing
Date of Travel	Dec. 9, 2021	and other health/hygiene protocols against Covid 19
Purpose :	to intervies city agriculturist	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
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
	4 'A	Waiver from the employee concerned that he/she is
Noted/Verified	/ / /	willing to undergo self quarantine for 14 days,
	RÓBELYN T. PIAMONTE	while he/she will be on work from home scheme
	Office Head/Inmediate Supervisor	Approved list of outputs between supervisor and
	(employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		14 days work from home scheme
	Carried Durants	Clearance issued by the Nurse on duty 30 minutes
	ROBELYN T. PIAMONTE	prior to travel should be submitted to the guard on
	Director, NARC	duty before allowing vehicle to go o ut of campus
	N/A	
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	
	MARIA JULIE C. CENIZA VP for Research, Extension & Innevation	Name of Travelfing Employee
	,	
	•	Noted/verified except Clearance from Nurse:
APPROVED:	FROADDO F THEN	
	EDGARDO E. TULIN President	Name of Office Head/Supervisor
	Liesineiir	Haire of Office frequioupervisor