



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

July 28, 2023

Date

Name DHENBER C. LUSANTA
Designation Instructor III Signature
Destination Bangkok, Thailand
Date of Travel August 28-September 1, 2023
Purpose To share research project on Good Agricultural Practices in Agritourism Farms as guest lecturer/resource person at the School of Agricultural Technology to, King Mongkut's Institute of Technology Ladkrabang, Bangkok, Thailand

Total Expenses:

Source of Fund: CME Institutionalization Plan

Transportation: [] University Vehicle

[] Private Vehicle

[X] Public Conveyance

Noted/Verified: J.

JEROME O. ARRIBADO

Immediate Supervisor

RECOMMENDING APPROVAL:

N/A

College Dean

MOISES NEIL V. SERINO

In-charge of funds (If other than the Dept/Office Head)

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation

BEATRIZ S. BELONIAS

VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN

President



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

- ☐ 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

Certified Correct: D.

DHENBER C. LUSANTA

Name of Travelling Employee

Noted/verified except Clearance from Nurse:

Name of Office Head/Supervisor