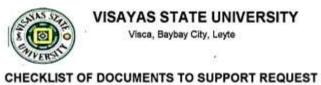


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

April 29, 2022 Date

		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Name :	MARLITO M. BANDE	Invitation from the organizer of the activity/conference/
Designation :	Project Leader Signatu	— —)
Destination Carigara, Leyte		Certification from the organizer that social distancing
Date of Travel :	May 3, 2022	and other health/hygiene protocols against Covid 19
Purpose :		will be observed for the duration of the activity
	Assessment of the proposed Rainforestati	on (if applicable)
	site of Metro Carigara Water District	Quarantine passes issued by the destination LGU
	(MCWD).	and if possible, together with passes from LGUs
Total Expenses:		enroute to the destination
Source of Funds	NRTSP016	Strong justification from the requesting party duly
Transportation:	[x] University Vehicle	endorsed by the immediate supervisor on the
Transportation:	[] Public Conveyance	necessity and urgency of the trip and commitment
	[] Private Vehicle	of the requesting party to religiously comply with
		health/hygiene protocols during the trip
Noted/Verified	t h	Waiver from the employee concerned that he/she is
	ELIZA D. ESPINOSA 4	willing to undergo self quarantine for 14 days,
	Office Head/Immediate Supervisor	while he/she will be on work from home scheme
	7.5	Approved list of outputs between supervisor and
RECOMMENDIN	IG APPROVAL:	employee to be delivered/accomplished during his/her
	h '	14 days work from home scheme
	ELIZA D. ESPINOSA	Clearance issued by the Nurse on duty 30 minutes
	Department Head	prior to travel should be submitted to the guard on
	4.3	duty before allowing vehicle to go out of campus
	DENNIS P. PEQUE	
	College Dean	Certified Correct:
		m
	7	MARLITO M. BANDE
MARLITO M BANDE		Name of Travelling Employee
	In-charge of funds (If other than the Dept/Office-Head)	
	Depromos Head)	Noted/verified except Clearance from Nurse :
		Noted verified except Clearance from Nuise.
MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS		ONIAS
VP for Research, Extension VP for Academic Affairs		A PARTICIPATION OF
& Innov	vation	ELIZA D. ESPINOSA
***********		Name of Office Head/Supervisor
APPROVED:		

EDGARDO E. TULIN

President