



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

24-Nov-21

Date

Name : **Archille C. Galupo**
Designation : **Training Assistant** Signature

Destination : **baybay**

Date of Travel : **Nov. 25 & Dec. 3, 2021**

Purpose : **Follow at CAO, Greenware for maintenance of printer**

Total Expenses:

Source of Funds **YRRP-CSFBS 20201050-60.2**

Transportation: ☐ University Vehicle
☒ Public Conveyance

Noted/Verified:

MILAGROS C. BALES

Immediate Supervisor

RECOMMENDING APPROVAL:

KAREN LUZ P. YAP

Head, DAEx

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 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
- ☐ 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

Certified Correct:

Archille C. Galupo

Name of Travelling Employee

MILAGROS C. BALES

Immediate Supervisor