

REPRINT

CHANGE RECOMMENDING
APPROVAL OF IMMEDIATE
SUPERVISOR

SITY
te



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

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

November 17, 2022
Date

Name : **ABIGAIL T. AMARILLE**
Designation : Coach Volleyball
Destination : SLSU Sogod So. Leyte
Date of Trav : November 28-December 3, 2022
Purpose : Regional Mini SCUAA 2022

Total Expenses: _____
Source of Funds _____
Transportatio [/] University Vehicle
[] Public Conveyance

Noted/Verified:


CHARIS B. LIMBO
IHK Director

RECOMMENDING APPROVAL:


LUZ G. ASIO
Study Leader/Immediate Supervisor

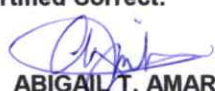
BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President

- ☐ 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:


ABIGAIL T. AMARILLE
Name of Traveller

Noted/verified except Clearance from Nurse :


CHARIS B. LIMBO
IHK Director