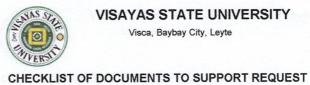


## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

26-Jan-22 Date

		Medical Clearance from the VSU Infirmary that the
	<b>1</b> 0	employee have no symptoms of Covid 19
Name	HADASHA N. BONGAT	Invitation from the organizer of the activity/conference
Designation	Project Leader Signature	meeting (if applicable)
Destination	Giuan Eastern Samar	Certification from the organizer that social distancing
Date of Travel	: February 2-3, 2022	and other health/hygiene protocols against Covid 19
Purpose :	To conduct pretesting of household	will be observed for the duration of the activity
	questionnaire	(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	ACIAR-JDF/2021/375-SIVC	endorsed by the immediate supervisor on the
Transportation:	[ ] University Vehicle	necessity and urgency of the trip and commitment
	[X ] Public Conveyance	of the requesting party to religiously comply with
		health/hygiene protocols during the trip  Waiver from the employee concerned that he/she is
Noted/Verified:  ANGELITA L. PARADERO		willing to undergo self quarantine for 14 days,
		while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
	A modulate supervisor	employee to be delivered/accomplished during his/he
RECOMMENDING APPROVAL:		14 days work from home scheme
	( hul	Clearance issued by the Nurse on duty 30 minutes
	MOISES NEIL V. SERIÑO	prior to travel should be submitted to the guard on
	College Dean	duty before allowing vehicle to go out of campus
	19 Alex	
	HADASHA M BONGAT	- (O-stiffed O-seed)
	In-charge of funds (If other than the Dept/Office Head)	*Certified Correct:
	Depromice Head)	AlVaik
		HADASHAN, BONGAT
	MARIA JULIET C. CENIZA	Name of Travelling Employee
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED		
	EDGARDO E. TULIN	
	Procident	Name of Office Head/Supervisor