

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

March 25, 2024

Date

Name : **KLEER JEANN G. LONGATANG**  
Designation : **Instructor**  
Destination : **Quinapondan Eastern Samar**  
Date of Travel : **May 5-12, 2024**  
Purpose : **To supervise and facilitate the conduct of the field exercise of BSES-3 for the course watershed management.**

Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Transportation: ☒ University Vehicle  
[ ] Public Conveyance  
[ ] Private Vehicle

Noted/Verified: \_\_\_\_\_  
**TEOFANES A. PATINDOL**  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: \_\_\_\_\_  
**TEOFANES A. PATINDOL**  
Department Head  
\_\_\_\_\_  
**RENEZITA S. COMEN**  
College Dean

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

\_\_\_\_\_  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

APPROVED: \_\_\_\_\_  
**PROSE IVY G. YEPES**  
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:

\_\_\_\_\_  
**KLEER JEANN G. LONGATANG**  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

\_\_\_\_\_  
**TEOFANES A. PATINDOL**  
Name of Office Head/Supervisor