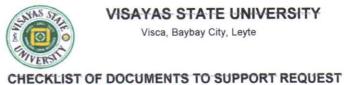


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

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TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

April 11, 2025 Date

	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
REYNANTE G. MACAPANAS SRA Destination Destination Date of Travet Purpose REYNANTE G. MACAPANAS Signature April 15, 2025 Conduct Training on Vermicomposting	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
Total Expenses: Source of Funds Transportation: [] University Vehicle [] Public Conveyance	(if applicable) Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs prior to travel should be submitted to the guard on 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
Noted/Verified: JEROME O. ARRIBADO Office Head/Immediate Supervisor RECOMMENDING APPROVAL: VP for Academic Affairs	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
In-charge of funds (If other than the Dept/Office Head) SUZETTE B. LINA Dean, Faculty of Agriculture and Food Science	Certified Correct: REYNANTE G. MACAPANAS Name of Travelling Employee
APPROVED: PROSE IVY G. YEPES President	Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor