

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

( For Faculty)

19-May-25

Date

Name : Allen Glennie P. Lambert  
Designation : Project Leader  
Destination : Bantayan Island  
Date of Travel : May 21 -25, 2025  
Purpose : To conduct survey for the seaweed producers  
of the CTU Blended Blended Project  
in Bantayan Island  
(VSU CTU Project)

Total Expenses: \_\_\_\_\_

Source of Funds ViSCA Foundation for Agricultural  
and Rural Development, Inc (ViFARD)Transportation: ☐ University Vehicle  
☒ Public Conveyance

Noted/Verified:

LEMUEL S. PRECIADOS  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MARK C. RATILLA  
College Dean

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

SANTIAGO T. PEÑA JR.  
VP for Research & Extension

ROTACIO S. GRAVOSO  
Vice Pres. 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:

ALLEN GLENNIE P. LAMBERT  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

LEMUEL S. PRECIADOS  
Name of Office Head/Supervisor