



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

November 14, 2023  
Date

Name : VICENTE ESCASINAS  
Designation : Science Research Aide Signature  
Destination : Iloilo City  
Date of Travel : November 18-26, 2023 - 18-27, 2023  
Purpose : To Participate the National Science and Technology week 2023 at ICON Iloilo City

Total Expenses: \_\_\_\_\_  
Source of Funds: \_\_\_\_\_

Transportation: [ X ] University Vehicle  
[ ] Public Conveyance  
[ ] Private Vehicle

Noted/Verified MARLITO M. BANDE  
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: TEOFANES A. PATINDOL  
Department Head

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

MARIA JULIET C. CENIZA  
VP for Research, Extension & Innovation

APPROVED: DANIEL LESLIE S. TAN  
Officer In charge Office of the 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: VICENTE ESCASINAS  
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

MARLITO M. BANDE  
Name of Office Head/Supervisor