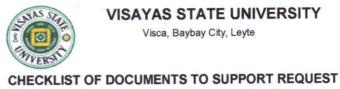


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

6/23/2022

	Date	
	STATISTICS CO.	Medical Clearance from the VSU Infirmary that the
	b	employee have no symptoms of Covid 19
Name Designation	ODELO B. BALDOS AG. TECH II Signature	Invitation from the organizer of the activity/conference/ meeting (if applicable)
Destination :	Brgy. Bubon, Baybay City, Leyte July 5, 2022	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	Conduct monthly visit at Casa	will be observed for the duration of the activity
	Cornelius' Farm Tech.	(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		endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
Transportation:	[] University Vehicle [] Public Conveyance	of the requesting party to religiously comply with
	[] Public Conveyance	health/hygiene protocols during the trip
		Waiver from the employee concerned that he/she is
Noted/Verified	t:	willing to undergo self quarantine for 14 days,
	DHENBER C. LUSANTA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
RECOMMENDING APPROVAL:		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	Certified Correct:
	Dept/Office Head)	ODELO B. BALDOS
		Name of Travelling Employee
	MARIA JULIET C. CENIZA	
-	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse:
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor

SAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

ERSIT

TRAVEL REQUEST / ORDER

6/23/2022

Designation Sc Destination : Brg Date of Travel : Jul Purpose : Co	EYNANTE G. MACAPANAS ifence Research Assistant gy. Bubon, Baybay City, Leyte by 5, 2022 onduct monthly visit at Casa ornelius' Farm Tech.	Signature	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)
] University Vehicle] Public Conveyance		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
Noted/Verified:			Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
RECOMMENDING AR	DHENBER C. LUSANTA Office Head/Immediate Supervise PPROVAL:	sor	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
	n-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA P for Research, Extension & Innovati	on	REYNANTE G. MACAPANAS Name of Travelling Employee
			Noted/verified except Clearance from Nurse:
APPROVED:	EDGARDO E. TULIN President		Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):