TRAVEL REQUEST / ORDER

7/13/2023
Date

Name : **Merry Jean A. Caparas**

Designation : Instructor 1

Signature

Destination : Tacloban City

Date of Travel : July 17-22, 2023

Purpose : To attend participatory BDP training on DSWD-8.

Total Expenses: _____

Source of Funds _____

Transportation: [ ] University Vehicle
[x] Public Conveyance

Noted/Verified:

_____
LILIAN B. NUÑEZ
Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO
Dean, College of Management & Economics

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

_____
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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 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:

MERRY JEAN A. CAPARAS
Travelling Employee

Noted/verified except Clearance from Nurse :

_____
LILIAN B. NUÑEZ
Name of Office Head/Supervisor