

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

29-Jun-22 Date

VP for Research, Extension & Vice Pres. for Academic Affairs Innovation	
MARIA JULIET C. CENIZA N/A	
MADIA IIII IET O OFINEA	Name of Travelling Employee
	JO THIE DO. AIDI
Dept/Office Head)	
In-charge of funds (If other than the	Certified Correct:
Innovation	
Vice President, Research, Extension and	duty before allowing vehicle to go out of campus
MARIA JULIET C. CENIZA	prior to travel should be submitted to the guard on
	Clearance issued by the Nurse on duty 30 minutes
RECOMMENDING APPROVAL:	14 days work from home scheme
Director, ARI Center	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
MA. THERESA P. LORETO	while he/she will be on work from home scheme
Noted/Verified:	willing to undergo self quarantine for 14 days,
Note 10 to 25 or 1	Waiver from the employee concerned that he/she is
	health/hygiene protocols during the trip
[] Private Conveyance	of the requesting party to religiously comply with
Transportation: [/] University Vehicle	necessity and urgency of the trip and commitment
Source of Funds PERSONAL	endorsed by the immediate supervisor on the
Total Expenses:	Strong justification from the requesting party duly
	enroute to the destination
	and if possible, together with passes from LGUs
	Quarantine passes issued by the destination LGU
	(if applicable)
Purpose : ARI CENTER-BIOTECH TEAM BUILDING ACTIVITY	will be observed for the duration of the activity
Date of Travel : JULY 01 2022	and other health/hygiene protocols against Covid 19
Destination : BRGY. CABINTAN, ORMOC CITY	Certification from the organizer that social distancing
Designation : Signature Signature	meeting (if applicable)
Name : JO JANE D. ATOK	Invitation from the organizer of the activity/conference/
	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
Date	Medical Classense from the VCII Infirm on that the

APPROVED:

EDGARDO E. TULIN

President

Noted/verified except Clearance from Nurse:

MA. THERESA P. LORETO

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

Director, ARI Center



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(For Faculty)

29-Jun-22 Date

Name : Designation : Destination : BRGY. CABINTAN, ORMOC CITY Date of Travel : JULY 01 2022 Purpose : ARI CENTER-BIOTECH TEAM BUILDING ACTIVITY	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
Total Expenses: Source of Funds Transportation: PERSONAL [/] University Vehicle [] Private Conveyance	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: MA. THERESA P. LORETO Director, ARI Center	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
RECOMMENDING APPROVAL:	14 days work from home scheme Clearance issued by the Nurse on duty 30 minutes
MARIA JULIET C. CENIZA Vice President, Research, Extension and Innovation	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)	Certified Correct:
MARIA JULIET C. CENIZA VP for Research, Extension & Vice Pres. for Academic Affairs	Name of Travelling Employee

APPROVED:

Innovation

EDGARDO E. TULIN

President

Noted/verified except Clearance from Nurse:

MA. THERESA P. LORETO

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