

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

October 4, 2023 Date

	Medical Clearance from the VSU Infirmary that the
	employee have no symptoms of Covid 19
Name ODELO B. BALDOS	Invitation from the organizer of the activity/conference/
Designation AG.TECH. II	Signature meeting (if applicable)
Destination : BATO, LEYTE Date of Travel : October 10, 2023	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose : To conduct project monitor	ring in Bato, Leyte 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
Total Expenses:	Strong justification from the requesting party duly
Source of Funds	endorsed by the immediate supervisor on the
Transportation: [] University Vehicle	necessity and urgency of the trip and commitment
[] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
On 11	Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days,
JEROME O. AR	
Office Head/Immediat	e 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
VP for Academic	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
VP for Academic	Analis duty before allowing verticle to go out or campus
In-charge of funds (If other	than the Certified Correct:
Dept/Office Head)	ODELO B. BALDOS
	Name of Traveling Employee
MARIA JULIET C	
VP for Research, Extension	
	Noted/verified except Clearance from Nurse :
APPROVED:	recognision of operation from recipies.
EDGARDO E. TUL	IN

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

Medical Clearance from the VSU Infirmary that the

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October 4, 2023 Date

		employee have no symptoms of Covid 19
Name Designation	SRA Signature	Invitation from the organizer of the activity/conference meeting (if applicable)
Destination :	BATO, LEYTE October 10, 2023	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Date of Travel : Purpose :	To conduct project monitoring in Bato, Leyte	will be observed for the duration of the activity
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Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Transportation:	[] University Vehicle [] Public Conveyance	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
Noted/Verified	JEROME O. ARRIBADO	willing to undergo self quarantine for 14 days, 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/he
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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds (If other than the	Certified Corrects
	Dept/Office Head)	(Kareha / -
		JOLLIVIE A. GURAY
	MARIA JULIET C. CENIZA	Name of Traveling Employee
	VP for Research, Extension & Innovation	
4 DDDC 1/55		Noted/verified except Clearance from Nurse :
APPROVED:	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor



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HERBERT S. REBOJO SRA Destination : BATO, LEYTE	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
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[] University Vehicle [] Public Conveyance	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
Noted/Verified: JEROME O. ARRIBADO Office Head/Immediate Supervisor	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
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VP for Academic Affairs	duty before allowing vehicle to go out of campus
In-charge of funds (If other than the Dept/Office Head)	Certified Correct: HERBERT S. REBOJO Name of Traveling Employee
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	
APPROVED:	Noted/verified except Clearance from Nurse:
EDGARDO E. TULIN	

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