



VISAYAS STATE UNIVERSITY  
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER  
(For Faculty)

July 22, 2022  
Date

Name : Charis B. Limbo  
Designation : IHK, Director  
Destination : Tacloban, City  
Date of Trav : July 25, 2022  
Purpose : To attend meeting in preparation  
2022 Regional SCUAA Games

Signature

Total Expenses: \_\_\_\_\_  
Source of Fund: \_\_\_\_\_  
Transportation: [ / ] University Vehicle  
[ ] Public Conveyance

Noted/Verified: BAYRON S. BARREDO  
Dean, College of Education

RECOMMENDING APPROVAL:

BEATRIZ S. BELONIAS  
VP for Academic Affairs

APPROVED: EDGARDO E. TULIN  
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
- ☐ 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

Certified Correct:

BAYRON S. BARREDO  
Dean, College of Education