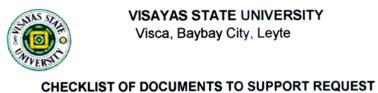


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

May 31, 2022	
Date	
	Medical Clearance from the VSU Infirmary that the
1 1 1 1 1 2	employee have no symptoms of Covid 19
Name : ELIZA D. ESPNOSA	Invitation from the organizer of the activity/conference/
Designation : Director, ITEEM Signature	meeting (if applicable)
Destination : Brgy. Maganhan, Baybay City	Certification from the organizer that social distancing
Date of Travel: June 3, 2022	and other health/hygiene protocols against Covid 19
Purpose : To participate in the formulation of tree	will be observed for the duration of the activity
planting and development planning using	(if applicable)
rainforestation technology.	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: [X] University Vehicle	necessity and urgency of the trip and commitment
[] Public Conveyance	of the requesting party to religiously comply with
[] Private Vehicle ·	health/hygiene protocols during the trip Waiver from the employee concerned that he/she is
Noted/Verified:	willing to undergo self quarantine for 14 days,
DENNIS P. PEQUE	while he/she will be on work from home scheme
Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
Office Flead/Infinediate Supervisor	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
DENNIS P. PEQUE	prior to travel should be submitted to the guard on
Department Head	duty before allowing vehicle to go out of campus
·	
ANABELLA B. TULIN	
In-charge of funds (If other than the	Certified Correct:
Dept/Office Head)	
	ELIZA D. ESPNOSA
MARIA JULIET C. CENIZA BEATRIZ S. BELONIAS	Name of Travelling Employee
	_
VP for Res., Ext. and Vice Pres. for Academic Innovation Affairs	
Illiovation	Noted/verified except Clearance from Nurse :
	TO SALE OF THE SAL
APPROVED:	
EDGARDO E. TULIN	
President	Name of Office Head/Supervisor