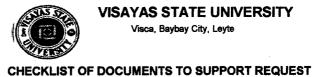


## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte



## **VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## **TRAVEL REQUEST / ORDER**

Sept. 30, 2022 Date

	· ()	Medical Clearance from the VSU Infirmary that the
Name :	: JEDESS MILADEL N. SALOMON	Invitation from the organizer of the activity/conference
Designation :	: Project Leader / Signature	meeting (if applicable)
Destination :	Sogod, So, Leyte	Certification from the organizer that social distancing
Date of Travel	Oct. 3, 2022	and other health/hygiene protocols against Covid 19
Purpose :	To process NBI Clearance	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:		Strong justification from the requesting party duly
Source of Funds	f 11 laboratio Valeida	endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
Transportation:	[ ] University Vehicle [ ] Public Conveyance	of the requesting party to religiously comply with
	[ ] Fublic Conveyance	health/hygiene protocols during the trip
•		Waiver from the employee concerned that he/she is
Noted/Verifie	d / //	willing to undergo self quarantine for 14 days,
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ROMEL B. ARMECIN	while he/she will be on work from home scheme
	Office Heat/Immediate Supervisor	Approved list of outputs between supervisor and
	· \	employee to be delivered/accomplished during his/he
RECOMMENDIN	IG APPROVAL:	14 days work from home scheme
	<b>,</b>	Clearance issued by the Nurse on duty 30 minutes
	N.A	prior to travel should be submitted to the guard on
	w	duty before allowing vehicle to go out of campus
	ROMEL B. ARMECIN	
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office\Head)	
	<b>\</b>	Name of Travelling Employee
	MARIA JULIET C. CENIZA	Maine of Havening Employee
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head Communication
•	President	Name of Office Head/Supervisor