



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

December 9, 2021

Date

Name : **ARJOHN S BASLAN**
Designation : **Science Research Assistant**
Destination : **Ormoc City, Leyte**
Date of Travel : **December 13, 2021**
Purpose : **To establish a formal coordination and documentation of jackfruit farming practices in OCJPA farms**

Total Expenses:

Source of Funds **VSU-IP-2021-5**

Transportation: [x] University Vehicle
[] Public Conveyance

Noted/Verified:

LORINA A. GALVEZ

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

VICTOR B. ASIO

Dean, CAFS

MARIA JULIET C. CENIZA

VP for Research, Extension & Innovation/
Program Leader

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 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
- ☐ 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

Certified Correct:

ARJOHN S BASLAN

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

LORINA A. GALVEZ

Name of Office Head/Supervisor