



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: March 7, 2023

Name : ED ALLAN L. ALCOBER
Designation : Assoc. Prof. IV
Destination : PhilRice, Laguna
Date of Travel : March 20-25, 2023
Purpose : To attend training at PhilRice CES to have
an adept knowledge about the trials.

Signature

Total Expenses: _____
Source of Fund: VSU-IP-2021-3
Transportation: [] University Vehicle [] Public Conveyance

Noted/Verified:

RUTH O. ESCASINAS
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In-Charge of Funds (if other than Office Head)

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

- ☐ Medical Clearance from the VSU Infirmary that the employee has 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 (if applicable)
- ☐ Quarantine passes issued by the destination and if possible, together with passes from LGU enroute to the destination
- ☐ Strong justification from the requesting party 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 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 supervisor on duty before allowing vehicle to go out of campus

Certified Correct:

ED ALLAN L. ALCOBER
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO
Name of Office Head/Supervisor