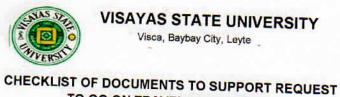


## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

November 8, 2023 Date

N			11.1	employee have no symptoms of Covid 19
Name :	KLEER JEANN		KWV/	Invitation from the organizer of the activity/conference/
Designation :	Instruc	tor I	signature O	meeting (if applicable)
Destination .	Brgy. New Taligue, Abuyog, Leyte		100	Certification from the organizer that social distancing
Date of Travel :	December 1-6, 2023			and other riedith/hydiene protocols against Covid 10
Purpose :	Assist during collection of soil samples from Aquilaria plantation in Brgy. New Taligue Abuyog, Leyte for the			(if applicable)
	estimation of SOC ch	iannes	, Leyte for the	Quarantine passes issued by the destination LGU
Total Expenses:		anges.		and if possible, together with passes from LGUs
Source of Funds	ECo-S	AP	-	erroute to the destination
Transportation:	[X] University Vehicle		L	Strong justification from the requesting party duly
	[ ] Public Conveyance			endorsed by the immediate supervisor on the
	[ ] Private Vehicle			necessity and urgency of the trip and commitment
				of the requesting party to religiously comply with
Noted/Verified:			_	riediu // lygiene protocols during the trip
	TEOFANE	S A. PATINDOL	_	Waiver from the employee concerned that he/sho is
7	Office Head/Im	mediate Supervis	or	while he/she will be on work from home scheme
RECOMMENDING APPROVAL:				employee to be delivered/accomplished during his/her  14 days work from home scheme
_	TEOFANES A. PATINDOL			
	Department Head			Clearance issued by the Nurse on duty 30 minutes
				prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
	DENNIS P. PEQUE  College Dean			
				Certified Correct:
				Gertified Correct:
				KI EED JE WALLAND
_				Name of Travelling Employee
	In-charge of funds (If other than the Dept/Office Head)			Name of Travelling Employee
				Noted/verified except Clearance from Nurse:
MARIA JULIET C. CENIZA BEATRIZ S. RELIGNIAS			DEI	in in indise
VP for Research, Extension  BEATRIZ S. BELONIAS  VP for Academic Affairs		BELONIAS		
		emic Affairs	TEOFANES A. PATINDOL	
PPROVED:				Name of Office Head/Supervisor

DANIEL LESLIE S. TAN

Office In charge Office of the President