



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

03-Nov-23

Date

Name : **Via V. Dabatian**
 Designation : **BS in Biotechnology -4rth year,**
 Destination : **DA Biotech Scholar**
 Date of Travel : **Cebu City**
 Purpose : **November 22-24, 2023**
To attend the 19th National Biotechnology Week

Total Expenses:

VSU DA Biotech Scholarship Program

Source of Funds

Transportation:

[☒] University Vehicle
 [☐] Private Conveyance

Noted/Verified:

LOURD FRANZ M. GABUNADA
 Immediate Supervisor

RECOMMENDING APPROVAL:

ANABELLA B. TULIN
 In-charge of funds (If other than the
 Dept/Office Head)

MA. THERESA P. LORETO
 Dean, CAS

APPROVED:

ALELI A. VILLOCINO
 VP for Student Affairs and Services



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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 and if possible, together with passes from LGUs 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 health/hygiene protocols during the 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 guard on duty before allowing vehicle to go out of campus

Certified Correct:

VIA V. DABATIAN
 Name of Travelling Student

Noted/verified except Clearance from Nurse :

LOURD FRANZ M. GABUNADA
 Immediate Supervisor