



Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

July 25, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	A 1.1	employee have no symptoms of Covid 19
lame	JEROME O. ARRIBADO	Invitation from the organizer of the activity/conference/
esignation	Instructor I Signature	meeting (if applicable)
Destination :	CAD, BRGY. SAN PABLO, ORMOC CITY July 26, 2023	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
ourpose :	To attend the culmination on the Month- Long Hands-on Training on Indigenous	will be observed for the duration of the activity
	Micro-Organism 6 (IMO6) Production	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
otal Expenses:	The state of the s	Strong justification from the requesting party duly
Source of Funds	f. 111-in-orth. Vehicle	endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment
ransportation:	[] University Vehicle [] Public Conveyance	of the requesting party to religiously comply with
	[] abite conveyance	health/hygiene protocols during the trip
		Waiver from the employee concerned that he/she is
Noted/Verified:		willing to undergo self quarantine for 14 days,
	MARIA JULIET C. CENIZA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her
RECOMMENDIN	G APPROVAL:	14 days work from home scheme
(LOOMMENDIN		Clearance issued by the Nurse on duty 30 minutes
		prior to travel should be submitted to the guard on
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds (If other than the	Certified Correct
	Dept/Office Head)	JEROME O. ARRIBADO
		Name of Traveling Employee
	MARIA JULIET C. CENIZA	ratile of Fraveling Employee
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	
	President	Name of Office Head/Supervisor



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

President

July 25, 2023 Date

	A	Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name DHENBER C. LI Designation Instructor III	Signature	Invitation from the organizer of the activity/conference/meeting (if applicable)
Date of Travel : July 26, 2023	N PABLO, ORMOC CITY mination on the Month-	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Long Hands-on	Fraining on Indigenous (IMO6) Production	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
Fotal Expenses:		enroute to the destination Strong justification from the requesting party duly endorsed by the immediate supervisor on the
Transportation: [] University Vehi		necessity and urgency of the trip and commitment of the requesting party to religiously comply with
	. III	health/hygiene protocols during the trip Waiver from the employee concerned that he/she is
Noted/Verified: JERO	ME O. ARRIBADO	willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
Office Head	d/Immediate Supervisor	Approved list of outputs between supervisor and
RECOMMENDING APPROVAL:		employee to be delivered/accomplished during his/her 14 days work from home scheme
		Clearance issued by the Nurse on duty 30 minutes
VP fo	Academic Affairs	prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus
		Λ
In-charge of fund Dept/Office	s (If other than the ce Head)	Certified Correct:
		DHENBER C. LUSANTA
	JULIET C. CENIZA Extension & Innovation	Name of Traveling Employee
APPROVED:		Noted/verified except Clearance from Nurse :
EDGARD	O F TIII IN	

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

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

Name of Office Head/Supervisor