

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

**TRAVEL REQUEST / ORDER**

10/23/2023

Date

Name : LILIAN B. NUÑEZ  
Designation : Asso. Prof.V  
Destination : Zuri Hotel, Iloilo City  
Date of Travel : October 25, 2023  
Purpose : To attend the Regional Consultative Conference on the Development of Policies, Standards and Guidelines for Graduate and Undergraduate Sociology Programs with HEIs offering Sociology Program in the Visayas Region.  
Total Expenses: \_\_\_\_\_  
Source of Funds : COLLABDev  
Transportation: [ ] University Vehicle  
[ x ] Public Conveyance

Noted/Verified:

MOISES NEIL V. SERIÑO  
Immediate Supervisor

RECOMMENDING APPROVAL:

MOISES NEIL V. SERIÑO  
Dean, College of Management & Economics

\_\_\_\_\_  
In-charge of funds ( If other than the  
Dept/Office Head)

BEATRIZ S. BELONIAS  
VP for Academic Affairs

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 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:

LILIAN B. NUÑEZ  
Travelling Employee

Noted/verified except Clearance from Nurse :

MOISES NEIL V. SERIÑO  
Name of Office Head/Supervisor