

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDERSept. 30, 2024

Date

Name LEMUEL S. PRECIADOS 
Designation Project Staff Signature
Destination Cebu City
Date of Travel: November 14-16, 2024
Purpose: To conduct a meeting with Robbie Trading for PFT update

Total Expenses: _____

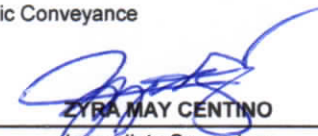
Source of Funds 377-ACIAR-CSIRO-PROJECT

Transportation: [] University Vehicle

[X] Private Vehicle

[] Public Conveyance

Noted/Verified: _____


ZYRA MAY CENTINO

Immediate Supervisor

RECOMMENDING APPROVAL:

LILIAN B. NUÑEZ

OIC - College Dean

ANTONIO P. ABAMOIn-charge of funds (If other than the
Dept/Office Head)**SANTIAGO T. PEÑA JR.**

VP for REI

ROTACIO S. GRAVOSO

VP for AA

APPROVED:

PROSE IVY G. YEPES

President

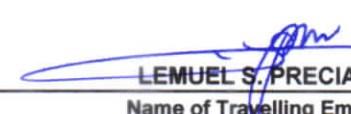
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**CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):**

- ☐ 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 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:


LEMUEL S. PRECIADOS

Name of Travelling Employee

Noted/verified except Clearance from Nurse :_____
Name of Office Head/Supervisor