



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: December 05, 2024

Name : **LUZ G. ASIO** *Signature*
Designation : **Asst. Prof. IV**
Destination : **Universitas Gadjah Mada.
Yogyakarta, Indonesia**
Date of Travel : **January 8-12, 2025**
Purpose : **To attend the workshop on
Establishing a Microcredential
Roadmap**
Total Expenses:
Source of Fund: **VSU and Kasetsart University
(KU), Indonesia**
Transportation: ☒ **University Vehicle** ☐ **Public
Conveyance**

Noted/Verified:

SUZETTE B. LINA

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

SUZETTE B. LINA

College Dean

*In charge of Funds (if other than Office
Head)*

SANTIAGO T. PEÑA JR. ROTACIO S. GRAVOSO

VP Research, Ext'n & Innov VP for Academic Affairs

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

- **Medical Clearance from the VSU Infirmary that the employee has 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 (if applicable)**
- **Quarantine passes issued by the destination LGU and, if possible, together with passes from LGUs en route 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 the vehicle to go out of campus**

Certified Correct:

Signature
LUZ G. ASIO

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

SUZETTE B. LINA

Name of Office Head/Supervisor

APPROVED:

PROSE IVY G. YEPES
University President