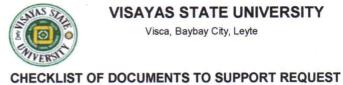


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

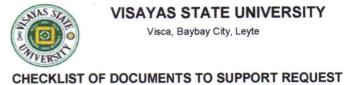
8/22/2022 Date

	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
ODELO B. BALDOS AG. TECH II Destination Cate of Travel Outpose Conduct monthly visit at Casa Cornelius' Farm Tech.	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)
Fotal Expenses: Source of Funds Fransportation: [] University Vehicle	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
Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor RECOMMENDING APPROVAL:	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
In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA	ODELO B. BALDOS Name of Travelling Employee
VP for Research, Extension & Innovation APPROVED:	Noted/verified except Clearance from Nurse :
EDGARDO E. TULIN President	Name of Office Head/Supervisor





Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

Name of Office Head/Supervisor

TRAVEL REQUEST / ORDER

President

8/22/2022 Date

	Medical Clearance from the VSU Infirmary that the
9.	employee have no symptoms of Covid 19
JOLLIVIE A. CURAY SRA Destination Destination Date of Travel Purpose Conduct monthly visit at Casa Cornelius' Farm Tech.	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
Fotal Expenses: Source of Funds Fransportation: [] University Vehicle [] Public Conveyance	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
Noted/Verified: DHENBER C. LUSANTA Office Head/Immediate Supervisor	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
RECOMMENDING APPROVAL:	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
In-charge of funds (If other than the Dept/Office Head)	JOLLIVIE A CURAY Name of Travelling Employee
MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	Noted/verified except Clearance from Nurse:
APPROVED: EDGARDO E. TULIN	
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Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

8/22/2022

Destination : Date of Travel :	REYNANTE G. MACAPANAS SRA Brgy. Bubon, Baybay City August 23, 2022 Conduct monthly visit at Casa Cornelius' Farm Tech.	Signature	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
	Office Head/Immediate Superviso	or	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
	In-charge of funds (If other than the Dept/Office Head) MARIA JULIET C. CENIZA VP for Research, Extension & Innovation	1	Certified Correct: REYNANTE G. MACAPANAS Name of Travelling Employee
APPROVED:	EDGARDO E. TULIN President		Noted/verified except Clearance from Nurse : Name of Office Head/Supervisor

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):