



VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: Oct. 19, 2023

Name : **DIONESIO M. BAÑOC** 
Designation : **PROF. III** **Signature**
Destination : **VSU – Villaba campus, Villaba, Leyte**
Date of Travel : **October 26, 2023**
Purpose : **To participate as an expert/guest during the Farmers' Forum at the 6th Agri-Trade Fair and Farmers' Field Day in Villaba, Leyte**
Total Expenses: _____
Source of Fund: **(Official Time only)** _____
Transportation: ☐ University Vehicle ☒ Public Conveyance

Noted/Verified:

VICTOR B. ASIO
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO
College Dean

In charge of Funds (if other than Office Head)

N/A
MARIA JULET C. CENIZA **BEATRIZ S. BELONIAS**
VP Research, Ext'n & Innov *VP for Academic Affairs*

APPROVED:

EDGARDO E. TULIN
University President

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 is 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:


DIONESIO M. BAÑOC
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO
Name of Office Head/Supervisor