

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte  
6521 Philippines

**TRAVEL REQUEST / ORDER**

Date: November 12, 2024

Name : LUZ G. ASIO  
Designation : Asst. Professor IV/Study Leader *Signature*  
Destination : Cabintan, Ormoc City  
Date of Travel : November 21, 2024  
Purpose : Visit field experiment set-up and vegetable  
farm area at Cabintan, Ormoc City, Leyte  
Total Expenses:  
Source of Fund: 101T 20201050-1.120 DOST PCAARRD  
Transportation: [ / ] University Vehicle [ ] Public Conveyance

Noted/Verified:

**SUZETTE B. LINA**

*Immediate Supervisor/Office Head*

RECOMMENDING APPROVAL:

**SUZETTE B. LINA**

*College Dean*

N/A

**SANTIAGO T. PEÑA JR**

*VP Research, Ext'n & Innov*

N/A

**ROTACIO S. GRAVOSO**

*VP for Academic Affairs*

APPROVED:

**PROSE IVY G. YEPES**

*President, VSU*

**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 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:

*Signature*  
**LUZ G. ASIO**

*Name of Travelling Employee*

Noted/Verified except Clearance from Nurse:

**SUZETTE B. LINA**

*Name of Office Head/Supervisor*