



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

17-Jan-22

Date

Name : **LORINA A. GALVEZ**

Designation : **Assoc. Prof.**

Destination : **Brgy. Cogon, Baybay City, Leyte**

Date of Travel : **January 18, 2022 (morning only)**

Purpose : **To attend the Cooperators Meeting with DTI -Leyte and LGU Baybay**

Signature

Total Expenses: \_\_\_\_\_

Source of Funds \_\_\_\_\_

Transportation: [ ] University Vehicle  
[ x ] Public Conveyance

Noted/Verified:

**VICTOR B. ASIO**

Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

**VICTOR B. ASIO**

Dean, CAFS

**MARIA JULIET C. CENIZA**

VP for Research, Extension & Innovation/  
Program Leader

APPROVED:

**EDGARDO E. TULIN**

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 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
- ☐ 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

Certified Correct:

**LORINA A. GALVEZ**

Name of Travelling Employee

Noted/verified except Clearance from Nurse :

**VICTOR B. ASIO**

Name of Office Head/Supervisor