



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 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

Name of Travelling Employee

Certified Correct:

Noted/verified except Clearance from Nurse:

Name of Office Head/Supervisor



TRAVEL REQUEST / ORDER

May 30, 2022
Date

Name: **FLORA MIA Y. DUATIN**

Designation: **Assoc. Prof./Project Leader**

Destination: **UPLB, Laguna**

Date of Travel: **June 7-15, 2022**

Purpose: **To consult with academic adviser at UPLB regarding dissertation.**

Signature

Noted/Verified:

RECOMMENDING APPROVAL:

ROBELYN T. PIAMONTE
Center Director/Immediate Supervisor

ROBELYN T. PIAMONTE
Center Director

In-charge of Funds (if other than the
Dept./Office Head)

MARIA JULIET C. CENZIA
Vice Pres. For
Research & Extension

APPROVED:

EDGARDO E. TULIN
President