



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TRAVEL REQUEST / ORDER

(For Faculty)

January 12, 2022

Date

Name : **ARTURO E. PASA**
Designation : **DFS Faculty**
Destination : **Naval, Biliran**
Date of Travel : **January 17-19, 2022**
Purpose : **to conduct IEC to People's Organization**

Signature

Total Expenses: _____
Source of Funds: _____
Transportation: [] University Vehicle
[] Public Conveyance

Noted/Verified:

ANATOLIO R. POLINAR
Dept. Head

RECOMMENDING APPROVAL:

DENNIS P. PEQUE
College Dean

ARTURO E. PASA
In-charge of funds

MARIA JULIET C. CENIZA / **BEATRIZ S. BELONIAS**
VP for Research, Extension and Innovation Vice Pres. For Instruction

APPROVED:

EDGARDO E. TULIN
President

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

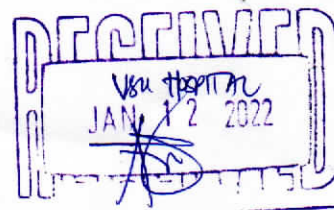
- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed 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

Certified Correct:

ARTURO E. PASA
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



Handwritten notes:
sum of apud
not full health
publ.
E. Pasa
1/12/22