

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte  
6521 Philippines

**TRAVEL REQUEST / ORDER**

Date: Dec. 02, 2022

Name : DR. LUZ G. ASIO  
Designation : Assist. Prof. II *Signature*  
Destination : Eastern Samar State University (ESSU),  
Borongan, Eastern Samar  
Date of Travel : December 07-09, 2022  
Purpose : To attend the Third Regional Scientific  
Education Conference of Society  
Agricultural Educators in Region 8 (SAER)  
Inc.  
Total Expenses: \_\_\_\_\_  
Source of Fund: (Official Time only)  
Transportation: [ ] University Vehicle [x] Public Conveyance

**Noted/Verified:**

*Ruth O. Escasinas*  
RUTH O. ESCASINAS

Immediate Supervisor/Office Head

**RECOMMENDING APPROVAL:**

VICTOR B. ASIO  
College Dean

In-Charge of Funds (if other than Office Head)

MARIA JULIET C. CENIZA  
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS  
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 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:**

*LUZ G. ASIO*  
LUZ G. ASIO

Name of Travelling Employee

**Noted/Verified except Clearance from Nurse:**

*Ruth O. Escasinas*  
RUTH O. ESCASINAS

Name of Office Head/Supervisor