

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

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CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

July 04, 2022 Date

		Medical Clearance from the VSU Infirmary that the
	VICENTE ESCASINAS	employee have no symptoms of Covid 19
Name :		Invitation from the organizer of the activity/conference
Designation :	Science Research Assistant Signature	meeting (if applicable)
Destination :	Ormoc City	Certification from the organizer that social distancing
Date of Travel :	July 8, 2022	and other health/hygiene protocols against Covid 19
Purpose :		will be observed for the duration of the activity (if applicable)
	To purchase construction materials.	Quarantine passes issued by the destination LGU
,		and if possible, together with passes from LGUs
Total Expenses:		enroute to the destination
Source of Funds	Cin copyon (UAO) And	Strong justification from the requesting party duly
Transportation:	[x] University Vehicle	endorsed by the immediate supervisor on the
	[] Public Conveyance	necessity and urgency of the trip and commitment
	[] Private Vehicle	of the requesting party to religiously comply with health/hygiene protocols during the trip
Noted/Verified	countries and increase secretary	Waiver from the employee concerned that he/she is
Noted/Verified	MARLITO M. BANDE	willing to undergo self quarantine for 14 days,
	Office Head/Immediate Supervisor	while he/she will be on work from home scheme
	Office Flead/IIIIITediate Supervisor	Approved list of outputs between supervisor and
DECOMMENDIA	IC APPROVAL:	employee to be delivered/accomplished during his/her
RECOMMENDIN	NG AFFROVAL.	14 days work from home scheme
	ELIZA DESPINOSA	Clearance issued by the Nurse on duty 30 minutes
	Department Head	prior to travel should be submitted to the guard on
	Department Head	duty before allowing vehicle to go out of campus
	Control of the contro	daty before allowing verifice to go out or campus
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	
		VICENTE ESCASINAS
	6 M C	Name of Travelling Employee
	MARIA JULIET C. CENIZA V	Citation a goods for our normonly
	VP for Research, Extension & Innovation	formunes masts and often exceeds the jdb requirements.
		Noted/verified except Clearance from Nurse :
APPROVED:		
	L	trements almost observe a schools the bill retrafferments. The
	EDGARDO E. TULIN	Name of Office Head/Supervisor
	President	Hame of office fleathoupervisor
	Han hall has see seemen and	record result use some nation, cure a land