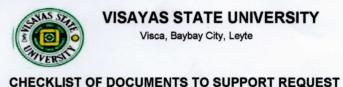


VISAYAS STATE UNIVERSITY

Visca, Raybay City, Leyte

DENNIS P. PEQUE College Dean



Certified Correct:

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

	June 14, 2022	
	Date	
		Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
ame :	MARLITO M. BANDE	Invitation from the organizer of the activity/conference/
esignation :	Project Leader Signature	meeting (if applicable)
estination :	Brgy. Catmon, Silago Southern Leyte	Certification from the organizer that social distancing
ate of Travel :	June 17, 2022	and other health/hygiene protocols against Covid 19
urpose :		will be observed for the duration of the activity (if applicable)
	To present the ECo SAP project to the Barangay Council.	Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
otal Expenses:		enroute to the destination
ource of Funds	VSU-IP-2021-9	Strong justification from the requesting party duly
ransportation:	[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
	1	health/hygiene protocols during the trip
loted/Verified	d:	Waiver from the employee concerned that he/she is
	ELIZA D. ESPINOSA	willing to undergo self quarantine for 14 days,
	Office Head/Immediate Supervisor	while he/she will be on work from home scheme
		Approved list of outputs between supervisor and
ECOMMENDING APPROVAL:		employee to be delivered/accomplished during his/her 14 days work from home scheme
	ELIZA D. ESPINOSA	Clearance issued by the Nurse on duty 30 minutes
	Department Head	prior to travel should be submitted to the guard on
	11	duty before allowing vehicle to go out of campus
	Om	,