

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

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

Date: _____

Name : CHERIE JOYCE L. BONGCARAS 
Designation : STUDENT Signature
Destination : VSU Villaba
Date of Travel : February 22-23, 2025
Purpose : USSCF Board Meeting

Total Expenses: N/A
Source of Fund: N/A
Transportation: ☒ University Vehicle ☐ Public Conveyance

Noted/Verified:


LEMUEL S. PRECIADO
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:


MARK C. RATILLA
Faculty Dean

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

N/A

SANTIAGO T. PENA, JR.
VP Research, Ext'n & Innov

ALELI A. VILLOCINO
VP for Student Affairs and
Services

APPROVED:

PROSE IVY G. YEPES
University President

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:


CHERIE JOYCE L. BONGCARAS
Name of Travelling Student

Noted/Verified except Clearance from Nurse:

Name of Office Head/Supervisor