



**VISAYAS**  
STATE UNIVERSITY

Visca, Baybay City, Leyte



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## TRAVEL REQUEST / ORDER

( For Faculty)

FEBUARY 12,2024

Date

Name : **TEOFANES A. PATINDOL**  
Designation : **Director, ITEEM** Signature  
Destination : **BAYBAY CITY, LEYTE**  
Date of Travel : **FEBUARY 13, 2024**  
Purpose :  
To attend Cuatro Islas Protected Landscape and Seascape-Protected Area Management Board (CIPLS-PAMB) 1st regular meeting.

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

Noted/Verified:

**RENEZITA S.COME**

Immediate Supervisor

Recommending Approval:

**RENEZITA S.COME**

College Dean

**ANTONIO P. ABAMO**

In-charge of funds

(If other than the Dept/Office Head)

**BEATRIZ S. BELONIAS**

Vice-President for Academic  
Affairs

**DENNIS P. PEQUE**

Vice-President for Research,  
Extension, and Innovation

**APPROVED:**

**DANIEL LESLIE S. TAN**

OIC-President

## CHECKLIST OF DOCUMENTS TO SUBMIT REQUEST TO GO ON TRAVEL (please)

- ☐ Medical Clearance from the VSU Infirmary: employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of activity/conference/ meeting (if applicable)
- ☐ Certification from the organizer that health distancing and other health/hygiene against Covid 19 will be observed for the activity (if applicable)
- ☐ Quarantine passes issued by the destination and if possible, together with passes enroute to the destination
- ☐ Strong justification from the requesting party endorsed by the immediate supervisor of the necessity and urgency of the trip and commitment of the requesting party to religiously observe health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days after he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished within his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty prior to travel should be submitted to the Nurse on duty before allowing vehicle to go out of campus

Certified Correct:

**TEOFANES A. PATINDOL**

Name of Travelling Employee

Noted/verified except Clearance from Nurse:

**RENEZITA S.COME**

Name of Office Head/Supervisor

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