

VISAYAS STATE UNIVERSITY

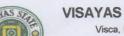
Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

Feb. 3, 2022 Date

	0 × 6	employee have no sympto
Name :	ERNESTO B. BULAYOG	Invitation from the organiz
Designation :	Assoc. Prof. Signature	meeting (if applicable)
Destination :	VSU Alang-Alang	Certification from the orga
Date of Travel	Feb. 4, 2022	and other health/hygiene p
Purpose :	Faculty Federation Advisory	will be observed for the du
	Board Meeting	(if applicable)
		Quarantine passes issued
		and if possible, together w
		enroute to the destination
Total Expenses:		Strong justification from the
Source of Funds	VSUFA Federation	endorsed by the immediat
Transportation:	[] University Vehicle	necessity and urgency of
	[] Public Conveyance	of the requesting party to
		health/hygiene protocols of
	1,2.1	Waiver from the employe
Noted/Verifie		willing to undergo self qua
	MARIA HAZEL I, BELLEZAS	while he/she will be on wo
	Office Head/Immediate Supervisor	Approved list of outputs be employee to be delivered.
DECOMMENDIA	IO APPROVAL.	14 days work from home
RECOMMENDIN	IG APPROVAL:	Clearance issued by the
	MOISES NEIL V. SERINO	prior to travel should be s
	College Dean	duty before allowing vehic
	Sonogo Douni	
		
	In-charge of funds (If other than the	Certified Correct
	Dept/Office Head)	
	(1/1	ERNESTO F./BU
	BEATRIZ S. BELONIAS	Name of Travelling
\/D for Decear	rch & Extension Vice Pres. Academic Affairs	
VI 101 Nescal	CIT & Extension	
		Noted/verified except Cle
APPROVED		h
	EDGARDO E. TULIN	MARIA HAZEL
	President	Name of Office Head/Su



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

Medical Clearance from the VSU Infirmary that the

	employee have 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
	will be observed for the duration of the activity
	(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
Composition	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
	\bigcirc , \bigcirc ,
	Certified Correct
	ERNESTO F. BULAYOG
	Name of Travelling Employee

arance from Nurse :

I. BELLEZAS

pervisor

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