

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: July 28, 2023

Name : **DIONESIO M. BAÑOC**
Designation : **PROF. III**
Destination : **K5, Nigad, Plaridel, Baybay City, Leyte**
Date of Travel : **July 28, 2023**
Purpose : To participate in the team building activity of the Procurement Office as a member of the BIDS & AWARDS Committee (BAC) of VSU at K5, Nigad, Plaridel, Baybay City, Leyte.
Total Expenses: _____
Source of Fund: **(Official Time only)**
Transportation: [] University Vehicle [X] Public Conveyance

Noted/Verified:

VICTOR B. ASIO

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

VICTOR B. ASIO

College Dean

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

N/A

MARIA JULIET C. CENIZA
VP Research, Ext'n & Innov

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

EDGARDO E. TULIN
University President

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

- ☐ 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 en route 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 the vehicle to go out of campus

Certified Correct:

DIONESIO M. BAÑOC

Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

VICTOR B. ASIO

Name of Office Head/Supervisor