

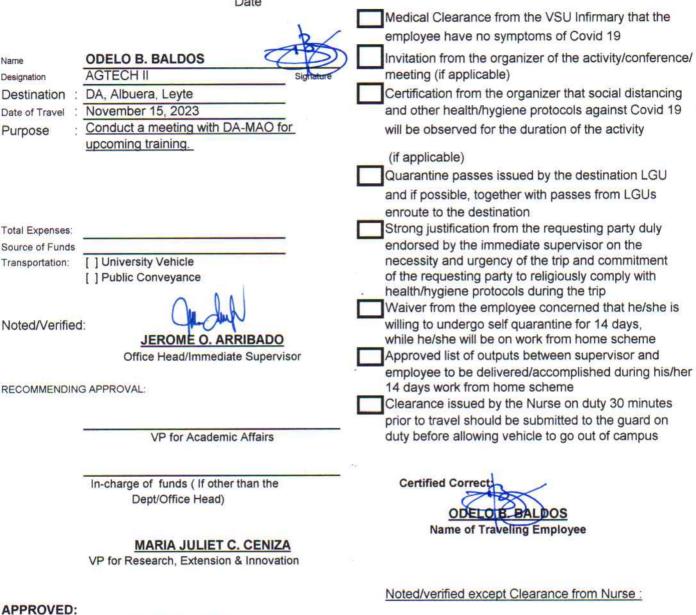
Visca, Baybay City, Leyte

### TRAVEL REQUEST / ORDER

**EDGARDO E. TULIN** 

President

Nov. 14, 2023 Date



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Nov. 14, 2023 Date

	$\sim$		
Name	JOLLIVIE A. CURAY		
Designation	SRA signatur		
Destination:	DA, Albuera, Leyte		
Date of Travel :	November 15, 2023		
Purpose : Conduct a meeting with DA-MAO for			
,	upcoming training.		
Total Expenses:			
Source of Funds			
Transportation:	[ ] University Vehicle		
	[ ] Public Conveyance		
Noted/Verified	JEROME O. ARRIBADO		
	Office Head/Immediate Supervisor		
RECOMMENDING	3 APPROVAL:		
	VP for Academic Affairs		
	In-charge of funds ( If other than the		
	Dept/Office Head)		
	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation		
APPROVED:	EDGARDO E. TULIN		

President



## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

# 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 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
JOLLIVIE A CURAY Name of Traveling Employee
Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor



Visca, Baybay City, Leyte

## TRAVEL REQUEST / ORDER

Nov. 14, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	0. 0.1	employee have no symptoms of Covid 19
Name	JEROME O. ARRIBADO	Invitation from the organizer of the activity/conference/
Designation	Instructor I/ Director Signature	meeting (if applicable)
Destination : Date of Travel :	DA, Albuera, Leyte November 15, 2023	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	Conduct a meeting with DA-MAO for upcoming training.	will be observed for the duration of the activity
	upcorning training.	(if applicable)
		Quarantine passes issued by the destination LGU
		and if possible, together with passes from LGUs
		enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
Source of Funds		endorsed by the immediate supervisor on the
Control of the Contro	[ ] University Vehicle	necessity and urgency of the trip and commitment
	[ ] Public Conveyance	of the requesting party to religiously comply with health/hygiene protocols during the trip
		Waiver from the employee concerned that he/she is
Noted/Verified	1:	willing to undergo self quarantine for 14 days,
	MARIA JULIET C. CENIZA	while he/she will be on work from home scheme
	Office Head/Immediate Supervisor	Approved list of outputs between supervisor and
		employee to be delivered/accomplished during his/her
RECOMMENDING	G APPROVAL:	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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	VI Tol Academie Alfalia	daty polote allowing vertice to go out or campao
	in-charge of funds ( If other than the	Certified Correct:
	Dept/Office Head)	JEROME O. ARRIBADO
		Name of Traveling Employee
	MARIA JULIET C. CENIZA	Name of Traveling Employee
	VP for Research, Extension & Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	EDGARDO E. TULIN	Name of Office Head/Commission
	President	Name of Office Head/Supervisor

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST

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Visca, Baybay City, Leyte

### TRAVEL REQUEST / ORDER

President

Nov. 14, 2023 Date

		Medical Clearance from the VSU Infirmary that the
	in the second	employee have no symptoms of Covid 19
Designation	HERBERT S. REBOJO SRA Signature	Invitation from the organizer of the activity/conference/meeting (if applicable)
Date of Travel :	DA, Albuera, Leyte  November 15, 2023  Conduct a meeting with DA-MAO for	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity
	upcoming training.	(if applicable)
		Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
Total Expenses:		Strong justification from the requesting party duly
	[ ] University Vehicle [ ] Public Conveyance	endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with
Noted/Verified:		health/hygiene protocols during the trip Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days,
	JEROME O. ARRIBADO Office Head/Immediate Supervisor	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
RECOMMENDING	S APPROVAL:	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
	VP for Academic Affairs	duty before allowing vehicle to go out of campus
	In-charge of funds ( If other than the Dept/Office Head)	Certified Correct:
	Depromice rieady	HERBERT S. REBOJO
	MARIA JULIET C. CENIZA  VP for Research, Extension & Innovation	Name of Traveling Employee
APPROVED:		Noted/verified except Clearance from Nurse :
	EDGARDO E. TULIN	

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Name of Office Head/Supervisor

TO GO ON TRAVEL (please check):