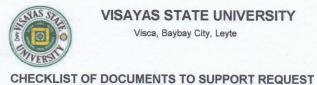


VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

TRAVEL REQUEST / ORDER

11-Mar-24 Date

	Buto	
		Medical Clearance from the VSU Infirmary that the
		employee have no symptoms of Covid 19
Name Designation	CELESTIAL A. MANIGO Instructor I Signature	Invitation from the organizer of the activity/conference meeting (if applicable)
Destination	Brgy, Kantagnos, Baybay City	Certification from the organizer that social distancing
Date of Travel :	March 14, 2024	and other health/hygiene protocols against Covid 19
Purpose :	Aerial LIDAR survey of the	will be observed for the duration of the activity
	landslide site at Brgy. Kantagnos,	
	Baybay City, Leyte	(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
Transportation:	[] 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:		willing to undergo self quarantine for 14 days,
	JANNET C. BENCURE	while he/she will be on work from home scheme
	Head, Department of Geodetic Engineering	Approved list of outputs between supervisor and
Dean, College of Engineering and Technology RECOMMENDING APPROVAL:		employee to be delivered/accomplished during his/he 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
	In-charge of funds (If other than the	Certified Correct:
	Dept/Office Head)	
		CELESTIAL A. MANIGO
		Name of Travelling Employee
DENNIS	P. PEQUE BEATRIZ S. BELONIAS	
VP for Re	esearch, VP for Academic Affairs	
Extension &	Innovation	
		Noted/verified except Clearance from Nurse :
APPROVED:		
	DANIEL LESLIE S. TAN	
	OIC President	Name of Office Head/Supervisor