

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDER

Date: July 09, 2024

Name : **ULYSSES A. CAGASAN** *[Signature]*
Designation : Prof. VI *Signature*
Destination : Sultan Kudarat Provincial Capitol, Isulan
Sultan Kudarat
Date of Travel : July 15-20, 2024
Purpose : To present paper in the International
Conference on Nature and Innovation
for Environment (ICoNSIE 2024)
Total Expenses :
Source of Fund: (Official Time only)
Transportation: [] University Vehicle [X] Public
Conveyance

Noted/Verified:

[Signature]
LUZ G. ASIO
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:

SUZETTE B. LINA
College Dean

[Signature]
In charge of Funds (if other than Office Head)

SANTIAGO T. PEÑA JR.
VP Research, Ext'n & Innov

ROTACIO S. GRAVOSO
VP for Academic Affairs

APPROVED:

PROSE IVY G. YEPES
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:

[Signature]
ULYSSES A. CAGASAN
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:

[Signature]
LUZ G. ASIO
Name of Office Head/Supervisor