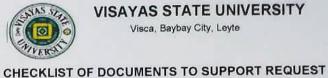


## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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Visca, Baybay City, Leyte

TO GO ON TRAVEL (please check):

## TRAVEL REQUEST / ORDER

May 25, 2022 Date

Name :	MARLITO M. BANDE	Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19 Invitation from the organizer of the activity/conference/
Designation :	Project Leader Signature	meeting (if applicable)
Destination :	Liptong Woodland, Bacong, Negros Oriental and Brgy. Mantiquil, Siaton, Negros Oriental June 4-12, 2022	Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19
Purpose :	To conduct regular site monitoring and assessment in Liptong Woodland and to	will be observed for the duration of the activity (if applicable)  Quarantine passes issued by the destination LGU
	establish a long-term monitoring plot in Mantiquil, Siaton, Negros Oriental.	
	olatori, regios chertai.	and it possible, together with passes from LGUs
Total Expenses:	ELTI OCO VIENDO	enroute to the destination
Source of Funds Transportation:	ELTI 360 VIFARD  [ ] University Vehicle [X] Public Conveyance [ ] Private Vehicle	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
Noted/Verified	Office Head/Immediate Supervisor	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
RECOMMENDING APPROVAL:		employee to be delivered/accomplished during his/her 14 days work from home scheme
	Department Head  DENNIS P. PEQUE	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
	College Dean	Certified Correct;
	V	2
		MARLITO M. BANDE
32	MARLIFO M. BANDE In-charge of funds (If other than the Dept/Office Head)	Name of Travelling Employee
puys	huf	Noted/verified except Clearance from Nurse :
MARIA JULIET P for Research		
Innova	1/	ELIZA D. ESPINOSA
		Name of Office Head/Supervisor
PPROVED:		

EDGARDO E. TULIN

President

