



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte



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TRAVEL REQUEST / ORDER

(For Faculty)

19-Jun-25

Date

Name : DARIO P. LINA
 Designation : Prof. V
 Destination : Cebu City
 Date of Travel : July 1-5, 2025
 Purpose : To participate the 19th National Congress of NSTP Educators and Implementers.

[Signature]
 Signature

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
- 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

Total Expenses: _____
 Source of Funds _____
 Transportation: **University Vehicle**
 Public Conveyance

Noted/Verified: ROTACIO S. GRAVOSO
 Office Head/Immediate Supervisor

RECOMMENDING APPROVAL: ROTACIO S. GRAVOSO
 VP for Academic Affairs

 In-charge of funds (If other than the Dept/Office Head)

SANTIAGO T. PEÑA, JR./ROTACIO S. GRAVOSO
 VP for Res. Ext'n & Innov./ VP for Academic Affairs

Certified Correct: [Signature]
 DARIO P. LINA
 Name of Travelling Employee

Noted/verified except Clearance from Nurse :

APPROVED: PROSE IVY G. YEPES
 President

ROTACIO S. GRAVOSO
 Name of Office Head/Supervisor