



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte




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TRAVEL REQUEST / ORDER

CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST TO GO ON TRAVEL (please check):

25-Mar-24
Date

Name : MARLITO M. BANDE  Signature

Designation : Associate Professor IV

Destination : Quinapondan Eastern Samar

Date of Travel : May 5-12, 2024

Purpose : To conduct training on native plant propagation and nursery establishment

Total Expenses: _____

Source of Funds _____


Transportation: [] University Vehicle
[] Public Conveyance
[] Private Vehicle

- 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 dista 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 LC and if possible, together with passes from LGU: enroute to the destination
- Strong justification from the requesting party du 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

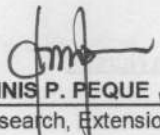
Noted/Verified: 
TEOFANES A. PATINDOL
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

TEOFANES A. PATINDOL
Department Head


RENEZITA S. COMEJ
College Dean


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

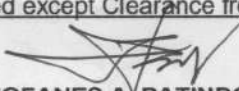

DENNIS P. PEQUE
VP for Research, Extension &

BEATRIZ S. BELONIAS
VP for Academic Affairs

APPROVED:

PROSE IVY G. YEPES
President

Certified Correct:

MARLITO M. BANDE
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

TEOFANES A. PATINDOL
Name of Office Head/Supervisor