

**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
6521 Philippines

TRAVEL REQUEST / ORDERDate: July 31, 2023**DHENBER C. LUSANTA**

Name

Signature

Designation : Project LeaderDestination : Brgy. Puertobello, Merida, Leyte
Brgy. Cabintan, Ormoc City, Brgy. Monterico,
Kabonga, Mailhi, Kabataan, Baybay City, LeyteDate of Travel : August 2-3, 2023Purpose : PhilGAP pre-assessment

Total Expenses : _____

Source of Funds: ACIAR GAP 370Transportation: [] University Vehicle
[x] Public Conveyance

NOTED/VERIFIED:

JEROME O. ARRIBADO
Immediate Supervisor

RECOMMENDING APPROVAL:

JEROME O. ARRIBADO
Office Head
DHENBER C. LUSANTA
In-Charge of Fund/Project Leader**MARIA JULIET C. CENIZA**

Vice President for Research, Extension and Innovation

APPROVED:

EDGARDO E. TULIN
University President**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte
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**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 and if possible, together with passes from LGUs enroute 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 vehicle to go out of campus

Certified Correct:

DHENBER C. LUSANTA
Name of Travelling EmployeeNoted/verified except Clearance from Nurse
JEROME O. ARRIBADO
Name of Immediate Supervisor