





VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte
 6521 Philippines

TRAVEL REQUEST / ORDER


Date: 02/20/2025

Name : CHRIS JOSEPH S. SUICO 
 Designation : CE-SSC PRESIDENT *Signature*
 Destination : VSU VILLABA CAMPUS
 Date of Travel : FEBRUARY 22-23, 2025
 Purpose : USSC-F 5TH BOARD MEETING
 Total Expenses: N/A
 Source of Fund: N/A
 Transportation: University Vehicle Public Conveyance

Noted/Verified:


CHRISTY M. DESADES
Immediate Supervisor/Office Head

RECOMMENDING APPROVAL:


LEO A. MAMOLO
College Dean

In-Charge of Funds (if other than Office Head)

N/A
SANTIAGO T. PEÑA
VP Research, Ext'n & Innov

ALELI A. VILLOCINO
VP for Student Affairs and Services

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 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:


CHRIS JOSEPH S. SUICO
Name of Travelling Employee

Noted/Verified except Clearance from Nurse:


CHRISTY M. DESADES
Name of Office Head/Supervisor

APPROVED:


PROSE IVY G. YEPES
University President



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TRAVEL REQUEST / ORDER


Date: _____

Name : CHRISTOPHER M. DACAL 
 Designation : STUDENT *Signature*
 Destination : VSU Villaba
 Date of Travel : February 22-23, 2025
 Purpose : USSCF Board Meeting
 Total Expenses: N/A
 Source of Fund: N/A
 Transportation: University Vehicle [] Public Conveyance

Noted/Verified:

Immediate Supervisor/Office Head

RECOMMENDING APPROVAL


 Dr. SUZETTE B. LINA
 Faculty Dean

In-Charge of Funds (if other than Office Head)

N/A
SANTIAGO T. PENA, JR.
 VP Research, Ext'n & Innov

ALELI A. VILLOCINO
 VP for Student Affairs and
 Services

APPROVED:

PROSE IVY G. YEPES
 University President

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Certified Correct:


CHRISTOPHER M. DACAL
 Name of Travelling Student

Noted/Verified except Clearance from Nurse:

 Name of Office Head/Supervisor