



No. CET.Met AC23-03

Title of Project/Study:

☐ **Thesis/Dissertation of the presenter**

☐ *PhD/EdD dissertation*

☐ *Master's thesis*

☐ *Undergraduate thesis*

Title of Thesis/Dissertation:

☐ **Student thesis which is part of the faculty's research project recognized by OVPRE**

Title of research project of faculty-adviser:

If attending to earn CPD points, is the conference or the organizers accredited to grant CPD points?

☐ Yes ☒ No

If yes, indicate name of accrediting agency/organization:

Recommended by:

DEPARTMENT PERSONNEL COMMITTEE:

(Abstain)

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Chairman, DMet

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JANNET C. BENCURE

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Recommending Approval:

BEATRIZ S. BELONIAS

Chairman, VSFC-AS

Approved by:

EDGARDO, E. TULIN

President

Supporting Documents to be Attached (Please check column “Attached” of travel category)

Supporting documents	OB to Present a Paper		Attendance to training		Attendance to Earn CPD Points, with paper to present		Attendance to Earn CPD Points, No paper to present		On Leave/ Educational Tour to Present a Paper	
	Required	Attached	Required	Attached	Required	Attached	Required	Attached	Required	Attached
1. Invitation letter/announcement	/		/	NA	/		/		/	
2. Acceptance letter for paper presentation	/				/				/	
3. Abstract of paper to be presented	/				/				/	
4. CHED Endorsement, if held in the Philippines *	/		/	NA	/		/			
5. Information sheet/flyer/ bulletin containing description of the host/ organizer/sponsor	/		/	NA	/		/		/	
6. Photocopy of Transmittal/Approval Sheet (if to present thesis or dissertation)	/				/				/	
7. Certification of Research Conducted from OVPRE	/				/				/	
8. Proof of Accreditation to Grant CPD Points					/		/			
9. Arrangements for Classes Missed (OVPI Form No. 12)	/		/	NA	/		/		/	
10. CHED-IAS Form 15 Annex B SUC Evaluation Form for the Necessity of FT for SUCs.xls -IAS Form 15 Annex B_SUC Evaluation Form for the Necessity of FT for SUCs.(travel Abroad)	/		/	NA						
11. Certificate of Collegial Critiquing (present paper abroad)	/								/	
12. Itinerary of travel (if ask financial assistance)	/		/	/						

*For events sponsored/organized by private organizations/societies