



**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)

**CHARLIE S. ANDAN**

Chairman, DMet

**DANIEL C. LOR**

Member, DMet

**CHARLINDO S. TORRION**

Member, DMet

Endorsed by:

**JANNET C. BENCURE**

Dean, CET

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	/		/	/	/		/		/	
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	/		/	/	/		/		/	
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. <a href="#">Arrangements</a> for Classes Missed (OVPI Form No. 12)	/		/	/	/		/		/	
10. <a href="#">CHED-IAS Form 15 Annex B_SUC Evaluation Form for the Necessity of FT for SUCs.xls</a> -IAS Form 15 Annex B_SUC Evaluation Form for the Necessity of FT for SUCs.(travel Abroad)	/		/	NA						
11. <a href="#">Certificate</a> of Collegial Critiquing (present paper abroad)	/								/	
12. Itinerary of travel (if ask financial assistance)	/		/	/						

\*For events sponsored/organized by private organizations/societies