



**RECOMMENDATION TO ATTEND
TRAININGS/WORKSHOPS/SEMINARS/CONVENTIONS/FORA/CONFERENCES**

Date: August 8, 2022

Name of Faculty Recommended: GINA A. DELIMA

Position/Rank: INSTRUCTOR I ☒ Permanent ☐ Temporary ☐ Substitute

Designated Position: INSTRUCTOR II

College: MANAGEMENT AND ECONOMICS

Department/Research Center/Institute: INSTITUTE FOR STRATEGIC AND DEVELOPMENT
STUDIES

Degree and Specialization: SUSTAINABLE DEVELOPMENT

Subjects/Courses Taught: RESOURCES MGMT, ACCESS AND BENEFIT-SHARING; POVERTY,
PEACE & THE PEASANTRY; GENDER & SOCIETY 11; SOCIOLOGY 11

Title of Conference/Seminar/Symposium: SEMINAR, COLLABORATION PLANNING, RENEWAL
OF PARTNERSHIP WITH BELGIAN UNIVERSITIES

Organizer/Host/Sponsor: KU LEUVEN FACULTY OF SCIENCE IN PARTNERSHIP WITH VISAYAS
STATE UNIVERSITY

Date and Venue: OCTOBER 1-14, 2022

Justification for recommending the faculty (*focus on relevance to present work*):

PRESENTATION OF A RESEARCH PAPER, COLLABORATION PLANNING.

Date of Last Attendance to Training/Conference/Seminar: APRIL 9, 2022

Financial Support Requested: ☐ Registration Fee
☒ Educational Tour/Official Time/
☒ Per Diem
☐ Transportation

Approved Leave of Absence/
Authority to Travel Only

Transportation, accommodation, and incidental expenses will be charged to research project entitled: Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas with funding from Internationalization Program of VSU (Project Code: VSU-IP-2021-8a, 8b, 8c, 8d, 8e)

Please attach tentative Itinerary of Travel

Purpose of Attendance: ☒ Present paper
☐ Attend only to learn, no paper to present
☐ Attend to learn and earn CPD points, no paper to present
☐ Attend training
☒ Invited as keynote/plenary speaker/resource person
☐ Others (specify) KU Leuven and VSU collaboration planning

If presenting a paper:

Title of Paper: ENHANCING THE RESILIENCE OF THE COMMUNITIES AT RISK TO NATURAL
HAZARDS

Author (s): GINA DELIMA, ANALYN REGINA, DANIEL S. TAN, ANABELLA B. TULIN

The paper is derived from:

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 *			/		/		/			
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. Arrangements for Classes Missed (OVPI Form No. 12)	/		/		/		/		/	
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.			/							
11. Certificate of Collegial Critiquing									/	
12. Itinerary of travel (if ask financial assistance)			/							

*For events sponsored/organized by private organizations/societies

☒ **Research conducted by faculty recognized by OVPRE**

☐ sole researcher

☒ part of research team:

☐ program leader ☐ project leader ☒ study leader

☐ co-project leader ☐ co-study leader ☐ project staff

Title of Project/Study:

Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas

☐ **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:

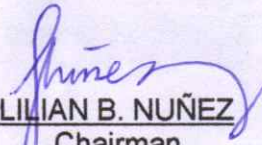
If attending to earn CPD points, is the conference or the organizers accredited to grant CPD points?

☐ Yes ☐ No

If yes, indicate name of accrediting agency/organization:

Recommended by:

DEPARTMENT PERSONNEL COMMITTEE:


LILIAN B. NUÑEZ
Chairman


MARIA AURORA TERESITA W. TABADA
Member


ERNESTO JR. GONZAGA
Member

Endorsed by:

MOISES NEIL V. SERIÑO
Dean

Recommending Approval:

BEATRIZ S. BELONIAS
Chairman, VSFC-AS

Approved by:

EDGARDO E. TULIN
President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Program of Activities Mission to Belgium October 1-14, 2022		
Date	Activities	Involved Persons
October 1, 2022 (Sat)	Travel: VSU to Manila	VSU faculty
October 2, 2022 (Sun)	Travel: MNL to Belgium	VSU faculty
October 3, 2022 (Mon)	Arrival in Belgium	VSU faculty
October 4, 2022 (Tue)	<ul style="list-style-type: none"> Meeting with the Dean of Faculty of Science; Meeting with the Dean of the Faculty of Bio-Engineering City of Leuven socio-cultural tour 	VSU faculty KU Leuven: Dr. Klara Claessens; Dr. Philippe Muchez (Dean, Faculty of Science), Dr. Jos Van Orshoven (Dean, Bioscience Engineering)
October 5, 2022 (Wed)	<ul style="list-style-type: none"> Seminar – Presentation of DRR Research of VSU Guest lecture of some VSU Professors 	VSU: All members of the delegates KU Leuven: Dr. Klara Claessens, other Faculty members
October 6, 2022 (Thu)	<ul style="list-style-type: none"> ICP Project Inception meeting Planning for the co-development of course materials 	VSU: All members of the delegates KU Leuven: Dr. Klara Claessens, other Faculty members
October 7, 2022 (Friday)	<ul style="list-style-type: none"> Meeting with partners in Ghent University Food Technology lab and facility tour Food technology seminar 	VSU: Pres. Tulin and other faculty members UGhent: Dr. Ann Marie E. Forio Faculty of Biosciences Engineering Prof. Dr.Ir. Peter Goethals Faculty of Biosciences Engineering
October 8-9, 2022 (Sat-Sun)	<ul style="list-style-type: none"> Rest days 	
October 10, 2022 (Mon)	<ul style="list-style-type: none"> MOU signing with University of Hasselt Hassel University educational tour 	VSU: Pres. Tulin and other faculty members Hasselt: Jade Vincent Membrebe
October 11, 2022 (Tue)	<ul style="list-style-type: none"> Meeting with possible partners in Vrije University of Brussels Seminar – Presentation of DRR Research of VSU 	VSU: Pres. Tulin and other faculty members VUB: Dr. Matthieu Kervyn HoD Department Geography
October 12-14, 2022 (Wed-Fri)	Return Travel: Belgium to VSU	



**Ms Gina Delima
Barangay Biasong,
6521 Baybay City, Leyte
Philippines**

OUR REFERENCE TOELVisVISA / SESUP
YOUR REFERENCE ID 0686853 / Contract 000000282185
LEUVEN 2022-07-13

**LETTER OF INVITATION
Visiting Scholar - Short stay
Gina, Delima, Philippines, 1988-03-15**

Dear Ms Delima,

We are pleased to inform you that you have been accepted by the Academic Authorities of the KU Leuven for a short study visit.

You are invited as a Visiting Scholar from 2022-10-03 to 2022-10-19 at the Faculty of Science for a study visit. Your academic host will be Prof. Dr. Constanza Parra Novoa.

You will be granted accident and travel insurance during your stay cfr. insurance policy number 9.500.153 between the KU Leuven Association and AIG (see attachment).

Follow carefully the instructions on the reverse side of this letter.

We look forward to having you among our scholars and wish you an enriching study period.

Yours sincerely,

Jan Raeymaekers
Manager
Teaching and Learning Processes

Copy: Prof. Dr. Constanza Parra Novoa

OUR REFERENCE TOELVISA / SESUP
YOUR REFERENCE ID 0686853 / Contract 000000282185
LEUVEN 2022-07-13



INSTRUCTIONS

1. This admission does not imply any grant or scholarship by KU Leuven. The university cannot contribute towards your travel costs or your study and living expenses.
2. **APPLY FOR THE SHORT-STAY VISA AT THE BELGIAN EMBASSY**
As you come from a country that requires a Schengen visa for a short stay of less than three months, please apply for this visa at the Belgian embassy or consulate in your home country, and enclose a copy of this letter as it is an essential element in the evaluation of your application for residence in Belgium.
3. **ACCOMMODATION:**
 - a. **Before arrival**, arrange for [guesthousing](#) several weeks in advance.
 - b. **Upon arrival**, you can stay in the reserved temporary guesthousing while you make arrangements for your permanent accommodations. The Housing Service will be able to assist you in finding permanent accommodations after arrival:
housingservice@kuleuven.be
4. **UPON ARRIVAL,**
 - a. **First report to the city hall** of your place of residence in Belgium. If you stay in Leuven, please follow [these instructions](#). Please email us a copy of the declaration of arrival once you receive the document from the city hall.
 - b. **Registration:**
 - You will receive an email with your registration certificate and internet activation code
 - You may pick up your student card. A link will be emailed later on.
5. **YOUR REGISTRATION** includes the accident insurance, third party liability insurance for study related matters, professional medical liability insurance, and travel insurance. You likewise receive a visitor card that grants you access to all university facilities (library, cafeteria, etc.) and an internet activation code.

You will find more information about [life at KU Leuven](#) here and about the [cost of living in Belgium](#) here.

For further questions, please email to : visitingsscholar@kuleuven.be



May 5, 2022

Ms. Gina Delima
Study Leader
ISRDS
Visca, Baybay City, Leyte

Dear **Ms. Delima**:

By the authority vested in me as University President, you are hereby appointed as Study Leader of the research entitled **"Development of Disaster Warning Systems for Local Communities"** under the research project entitled **"Developing a Smart and Sustainable Disaster Risk Management Model for Eastern Visayas"** (project code: VSU-IP-2021-8a), without honorarium, charged to the Internalization Program subject to availability of funds effective January 1, 2022 to December 31, 2022 with equivalent workload units renewable every year until completion of the project.

As Study Leader, you are expected to submit to OVPREI through the Center/Institute Director or College Dean the following report:

1. Consolidated/Integrated report on the significant outputs/outcome of all components.
2. Quarterly research progress reports to the OVPREI-RPO (**Attachment 1**).
3. Midyear research progress reports every 1st week of July of every year (**Attachment 2**).
4. Annual research progress reports every 1st week of January of the succeeding year (**Attachment 3**).
5. Present the research highlights or papers during the Research In-House Review and Evaluation (**Attachment 4**).
6. Present a paper in the regional/ national R&D Symposia/fora (**as scheduled by Consortium/National agency concerned with prescribed standard format**).
7. Submit terminal report three (3) months after completion of research project (**Attachment 5**).
8. Publish articles of significant research findings in indexed / peer reviewed journals.

Any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned College Dean, Center Director, Director for Research, and the Vice President for Research, Extension and Innovation.

EDGARDO E. TULIN
President

cc: OVPREI – VP; OVPREI – RPO; Director, Center; Dean, College; RSPPRO; Budget Office; Finance Management Office (FMO); Accounting Office; File - OP



ARRANGEMENT FOR CLASS(ES) MISSED

(To be attached to Application for Leave Form and/or Travel Order/Request)

Name of Faculty		Department	Date of Filing
GINA A. DELIMA		ISRDS	August 8, 2022
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
SCOI-11 Gender & Society DSOC 244 – Poverty, Peace and the Peasantry DSOC 252 – Resource Access, Management and Benefit-Sharing	No class schedule yet	No class schedule yet	Prepare recorded discussions and learning materials
Reason(s) of: Official Business Trip to Belgium (October 3-14, 2022)		b. Travel: Date(s) October 3-14, 2022)	
a. Leave: Date(s): _____ <input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> others (Pls. specify) _____			
Conforme:		Prepared by:	
_____ n/a Name & Signature of person taking over the classes(s)		 GINA A. DELIMA Name & Signature of Instructor/Professor	
Approved by: _____ LILIAN B. NUÑEZ Name & Signature of Immediate Supervisor Date: _____			

*to be accomplished in 2 copies