

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

Date: March 15, 2023

Name of Faculty Recommended: Dr. Eliza D. Espinosa

Position/Rank: Assoc. Prof. III    ☒ Permanent    ☐ Temporary    ☐ Substitute

Designated Position: *Director*

College: Forestry and Environmental Science (CFES)

Department/Research Center/Institute: *Institute of Tropical Ecology and Envi. Mgt. (ITEEM)*

Degree and Specialization: *PhD in Sustainable Development*

Subjects/Courses Taught: TREC205, TREC208, TREC209, ENVI115n, ENVI124, ENVI111n  
ENVI 114n

Title of Conference/Seminar/Symposium: Towards Effective Managerial Competencies

Organizer/Host/Sponsor: Personnel Officers Association of the Philippines (POAP)

Date and Venue: *August 22–25, 2023, Eurotel, Boracay*

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

To enhance the competencies, knowledge and potentials of Dr. Espinosa in her new designation as Institute Director handling vast personalities of a number of staff and faculty.

Date of Last Attendance to Training/Conference/Seminar: *November 28-29, 2022*

Financial Support Requested: ☒ Registration Fee of ₱ 7,500.00 ☐ Educational Tour/Official Time/  
☒ Per Diem Approved Leave of Absence/  
☒ Transportation Authority to Travel Only

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)*

***If presenting a paper:***

Title of Paper:

Author (s): \_\_\_\_\_

The paper is derived from:

**[ ] 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:

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☐ Thesis/Dissertation of the presenter

☐ PhD/EdD dissertation

☐ Master's thesis

☐ Undergraduate thesis

Title of Thesis/Dissertation:

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

Title of research project of faculty-adviser:

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**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:

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Recommended by:

**ITEEM PERSONNEL COMMITTEE:**

*(Abstain)*

**ELIZA D. ESPINOSA**  
Chairman

**SENONA A. CESAR**  
Member

**MARLITO M. BANDE**  
Member

**JIMMY O. POGOSA**  
Member

**KLEER JEAN G. LONGATANG**  
Member

**Endorsed by:**

**DENNIS P. PEQUE**  
Dean, CFES

**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 *	/		/		/		/			
5. Information sheet/flyer/ bulletin containing the 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. <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)	/		/							
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