

## Annex B

IAS Form No. 15

## Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges

**Title of Travel:** To attend the **Workshop on Developing Guidelines for Monitoring, Review and Evaluation of Micro credentials under WP 4**

**Attendee/s & Age:** Luz G. Asio, 54yo

**Date of Last Travel:** August 13-14, 2024

INDICATORS	CONSIDERATIONS	REMARKS
<i>Memorandum Circular No. 35, s. 2017 (Office of the President of the Philippines)</i>		
1. The purpose of the trip is strictly within the mandate of the requesting official of employee.	[v] Yes [ ] No	[v] Complied [ ] Not Complied
2. The trip is expected to bring substantial benefit to the country.	[v] Yes [ ] No	[v] Yes [ ] No
3. The trip's projected expenses are not excessive and in accordance with EO 298 "Amending Further Executive Order No. 248 Dated May 29, 1995 as Amended by Executive Order No. 248-A Dated August 14, 1995, Which Prescribes Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel", Section 8 of EO 298 on UNDP Index and Chapter 5 "Travel Expenses" of the "Training Handbook on Government Expenditures" (2011).	[v] Yes [ ] No	[v] Complied [ ] Not Complied  <b>Total amount of expenses: 60,000.00 each approximately</b>
4. Source of funding (in accordance with the ff. issuances: -EO No. 248 dated May 29, 1995, as amended by EO 248-A dated August 14, 1995, and EO 298 dated March 23, 2004, prescribing rules and regulations and new rates of allowances for official local and foreign travels of government personnel" -Memorandum Circular No. 35 s. 2017, Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Tax Exemptions, which require the approval of the office of the president)	<b>Source</b> [ ] Internal [ ] Project Grant  <b>Provisions</b> [v] Airfare [v] Meals [v] Accommodation [v] Incidental Expenses [v] Pre-departure Expenses [v] Registration/ Participation Fee	<i>Remarks: Travel Fares will be shouldered by University Consortium (UC)-SEARCA</i>

*Evaluation Criteria or Benchmarks (Memorandum from the CHED OIC, March 5, 2018)*

5. Rationale as institutional strategy	<p><b>Internationalization Dimensions Fulfilled by the Activity:</b></p> <p><b>Internationalization Engagement:</b>  <input checked="" type="checkbox"/> Articulated Institutional Commitment  <input checked="" type="checkbox"/> International Relations and Reputation  <input checked="" type="checkbox"/> International Visibility  <input checked="" type="checkbox"/> Cultural Intelligence and Internationalization Awareness/Diversity  <input checked="" type="checkbox"/> International Quality Assurance  <input checked="" type="checkbox"/> Organizational Strategies and Policy Development</p>	<p><b>Cite specific relation to institutional strategy:</b>                      The university's vision to be globally competitive requires faculty members to possess advanced training and education. As member of the UC Consortium, the VSU through the graduate school, may offer short courses/microcredentials that are relevant and timely for clientele needs.</p>
	<p><b>Learning and Discovery:</b>  <input checked="" type="checkbox"/> International Experience (Staff)  <input type="checkbox"/> International Experience (Students)  <input type="checkbox"/> Digital and Global Citizenship  <input checked="" type="checkbox"/> Internationalized and Industry-based Curriculum  <input checked="" type="checkbox"/> Non-conventional Instructional Delivery  <input checked="" type="checkbox"/> Organizational Strategies and Policy Development</p>	<p>Involvement of VSU faculty in the creation of the microcredentials course together with other UC Consortium university members would help the university be relevant and visible globally.</p>
	<p><b>Innovation, Collaboration and Resource Generation:</b>  <input checked="" type="checkbox"/> Stakeholder Engagement  <input checked="" type="checkbox"/> Special Program/ Project  <input type="checkbox"/> External Resource Generation</p>	<p>Design guidelines for offering microcredential/s course/s; meet possible collaborators and forged linkages</p>
6. Value of the travel or mission	<p><b>International Commitment:</b>  <input checked="" type="checkbox"/> is a member-institution  <input type="checkbox"/> is signatory  <input type="checkbox"/> is part of the negotiation or agreements</p> <p><b>Nature of Sponsoring or Inviting Body:</b>  <input checked="" type="checkbox"/> International Organization  <input type="checkbox"/> Academic Institution  <input checked="" type="checkbox"/> Professional Institution  <input type="checkbox"/> Research Institute  <input type="checkbox"/> Government Entity                      Conference/ Training duly accredited by Accrediting Organization/Agency Recognized by Home Government  <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No                      Activities/topics to be discussed in the conference/meeting is in consonance with the thrust of SUC  <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b>Details of the agreement/commitment:</b></p> <p><b>Date of training: October 14-15, 2024</b>  <b>Parties: UC member institution/SEARCA</b>  <b>Programs covered: Foreign fares are covered by the host</b>  <b>Obligations:</b> To attend the workshop on developing guidelines for monitoring, review and evaluation of micro credentials under WP 4</p>

