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		
Memorandum Circular No. 35, s. 2017 (Office of the President of the Philippines)				
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.	[\forall] Yes	[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).	[√]Yes []No	[v] Complied [] Not Complied Total amount of expenses: 60,000.00 each approximately		
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)	Source [] Internal [] Project Grant Provisions [v] Airfare [v] Meals [v] Accommodation [v] Incidental Expenses [v] Pre-departure Expenses [v] Registration/ Participation Fee	Remarks: Travel Fares will be shouldered by University Consortium (UC)-SEARCA		

Evaluation Criteria (Evaluation Criteria or Benchmarks (Memorandum from the CHED OIC, March 5, 2018)				
5. Rationale as institutional strategy	Internationalization Dimensions Fulfilled by the Activity: Internationalization Engagement: [Cite specific relation to institutional strategy: 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 clientelle needs.			
	Learning and Discovery: [v] International Experience (Staff) [] International Experience (Students) [] Digital and Global Citizenship [v] Internationalized and Industry-based Curriculum [v] Non-conventional Instructional Delivery [v] Organizational Strategies and Policy Development	Invlovement 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.			
	Innovation, Collaboration and Resource Generation: [v] Stakeholder Engagement [v] Special Program/ Project [] External Resource Generation	Design guidelines for offering microcredential/s course/s; meet possible collaborators and forged linkages			
6. Value of the travel or mission	International Commitment: [v] is a member-institution [] is signatory [] is part of the negotiation or agreements Nature of Sponsoring or Inviting Body: [v] International Organization [] Academic Institution [v] Professional Institution [] Research Institute [] Government Entity Conference/ Training duly accredited by Accrediting Organization/Agency Recognized by Home Government [v] Yes [] No Activities/topics to be discussed in the conference/meeting is in consonance with the thrust of SUC [v] Yes [] No	Details of the agreement/commitment: Date of training: October 14-15, 2024 Parties: UC member institution/SEARCA Programs covered: Foreign fares are covered by the host Obligations: To attend the workshop on developing guidelines for monitoring, review and evaluation of micro credentials under WP 4			

7.Potential Partners	Nature of Potential Partners	Explain value of these partner to HEI's Strategic
	[v] International Organizations	Plan: Linkages abroad are part of VSU's 2017-
	[V] Academic Institutions	2027 Strategic Plan in going global.
	[V] Professional Institutions	
	[] Research Institutes	
	[] Government Entities	
8. Level of participation necessary or	Level of Participation	Submitted Comprehensive Report for Previous
mandate of the office of the SUC	[] As requested by the inviting body	Travel:
representative	[] President	
	[] Vice President	[] Complied [] Not Complied
	[v] Dean or Director	N 300 III 374 765 200
	[v] Faculty/ Staff	[v] Not Applicable
	[] Student (s)	
	[] Based on the University	Date reported to the Board of previous
	designation/ mandate	travel:
* **	Required Number of Participants	Action Taken by the Board:
	[] Minimum	a. Policy Recommendation:
=	[v] Maximum 2	di i oney necommendation
_	(V) WOMMON	b. Program Development:
		b. Frogram bevelopment.
	If with a delegation, enumerate the	
	specific role each member will	
	perform:	
9. Recommendation for future actions/prop Specify:	posed re-entry plan? [] policy recomm	endation [] project output [] collaboration [] Ot
10. Recommendations/Comments:	[] Recommended	[]Not recommended
		×.
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Evaluated By:		
DOTACIO S GRAVIOSO	_	
ROTACIO S. GRAVOSO		
VP for Academic Affairs		
HEI officer responsible for coordinating,		
facilitating and leading the implementation		
of international agreements, commitments		
and internationalization programs		
Recommending Approval:		
PROSE IVY G. YEPES	-	
SUC President		