



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

Date: July 17, 2023

Name of Faculty Recommended: JEROME O. ARRIBADO

Position/Rank: Instructor I ☐ Permanent ☐ Temporary ☐ Substitute

Designated Position: Director, Eco-FARMI

College: N/A

Department/Research Center/Institute: Eco-FARMI

Degree and Specialization: MS in Animal Science

Subjects/Courses Taught: AnSc 22 (Introduction to Livestock and Poultry Production)

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*):

Mr. Jerome O. Arribado was designated as the Director of the Eco-FARMI on February 1, 2023, and has not yet been able to attend any training related to his assignment, which will enhance his capabilities in performing his duties and responsibilities as the head of the office.

Date of Last Attendance to Training/Conference/Seminar: April 3-5, 2023

Financial Support Requested: ☐ Registration Fee of P _____ ☐ 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:

☐ **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
JEROME O. ARRIBADO
Chairman

DHENBER C. LUSANTA
Member

study leave
MAREJEN A. VILLAREMO
Member

Endorsed by:

MARIA JULIET C. CENIZA
VP, REI

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 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