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Office of the President

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MEMORANDUM CIRCULAR NO. 18

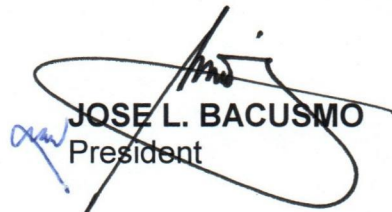
Series of 2009

T O: All College Deans, Center Directors, Department/Office Heads

**R E: Guidelines in Granting Official Time to VSU Faculty and Staff
for Team Building and Educational/Cultural Trips**

Attached are the Guidelines in Granting Official Time to Faculty and Staff for Team Building and Educational/Cultural Trips approved on May 14, 2008 by the University Administrative Council effective this year. You are all enjoined to follow these guidelines for your planned team building and educational/cultural trips.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: OVPAF
HRMDO

GUIDELINES IN GRANTING OFFICIAL TIME TO VSU FACULTY AND STAFF FOR TEAM BUILDING AND EDUCATIONAL/CULTURAL TRIPS

Implementing Guidelines:

1. All units of the University shall furnish the OVPAF through the HRMDO Designated Training Officer their intention to have team building or educational/cultural tour, specifying their preferred dates, location and number of personnel involved. Each unit may avail of either team building or tour every year. However, every unit is required to have at least one team building activity every 4 years or whenever it has a new office head. The OVPAF may suggest group tours from different offices especially for travel abroad and/or arrange for a team building coordinator, if needed.
2. For team building, the number of days for official time shall range from 1-2 days depending upon the number of personnel or group of units involved and the distance of the activity from the university. Team building should include discussion on the vision, mission and goals of the University and how the units can contribute to their attainment. The core values of the institution and how each individual can contribute/imbibe such values are also included. The team building must be conducted only in Region VIII. Extension of travel leave while on team building for recreational purposes even if the leave is charged to the personnel concerned is discouraged.
3. For cultural/educational tour, the number of days for official time is a maximum of 5 days. Extension of leave charge to leave credits may be allowed especially if the trip is abroad.
4. Use of government vehicle maybe allowed provided that the requesting party shall take care of the gasoline, per diem of the driver and other expenses related to the trip. The flat rate for vehicles used maybe waived.
5. Service units such as the Security Office, VSU Hospital, etc. shall maintain a skeletal force during the Team Building or educational trips so as not to jeopardize their operation.
6. All Team Building or Educational/Cultural Tour is subject to final approval of the University President.