



22 March 2021

MEMORANDUM CIRCULAR NO. 31
Series of 2021

T O: All VPs, Deans, Center Directors, Department/Unit Heads, Faculty and Staff

R E: Attendance to Trainings, Seminars, Orientations, Conferences and Fora thru Webinars

It has been observed that some faculty members and staff are attending trainings, seminar, workshops, orientations, conferences and fora through virtual mode during official working hours, with or without registration fees but did not go through the existing quality procedures on the said activities.

Although virtual attendance to such learning and development programs is the new normal, the existing procedure (QP-HRD-05) shall still be followed for prior approval from authority and for proper documentation and funding support, if needed, shall be undertaken, to wit,

1. The Department Personnel Committee (DPC) submits recommendation for a faculty member/staff to a training/workshop/seminar/ convention/fora/ conference through the VSFC-AS;
2. The VSFC-AS/VASC reviews the recommendations to ensure that the training/conferences/workshop/fora is relevant to his/her field and his/her duties and functions and the activity is organized by a legitimate organization. If in order, recommends for approval by the University President;
3. President approves the recommendation.
4. ODHRM prepares excerpt of Minutes of Meeting and distributes to the concerned department;
5. Faculty concerned submits Travel Report/Assessment Report to ODHRM after the trip & re-entry plan (for those who attended trainings & seminar-workshops) two weeks after attending trainings/seminar-workshop.
6. Department Head submits Post Evaluation of the concerned faculty 6 months the training to ODHRM (FM-HRD-15).

Further, for invitations received at the Office of the President, the following shall be followed:

1. The Office of the President receives the letter request/email invitation for attendance to trainings/seminars/workshops/orientation/conference/ fora of concerned faculty/unit.

2. The President reviews said request/invitation and if in order, appoints a faculty member/staff to attend the said Trainings/Workshops/Seminars/Conventions/Fora/Conferences.
3. Forwards the approval of a certain faculty member/staff to their respective Dept./Centers/Unit/Offices, copy furnished ODHRM.
4. For webinars of 3 days or more, faculty/staff concerned fills out the re-entry plan and submits it to ODHRM;
5. Faculty/staff concerned submits copy of Certificate of Participation to ODHRM
6. Department Heads evaluates the faculty after six months as to effectiveness of the training/seminar workshop attended.

However, webinars organized by the university are not covered by the above procedures.

For strict implementation.


EDGARDO E. TULIN
President