



26 January 2024

MEMORANDUM CIRCULAR NO. 11
Series of 2024

T O: All Faculty and Staff

R E: Issuance of Authority to Travel

This is to inform all faculty and staff that requests / recommendations for travel abroad will only be received and acted by the VSU Scholarship and Fellowship Committee for Academic Staff (VSFC-AS) or VSU Administrative Scholarship Committee (VASC) if submitted to the office concerned not less than **sixty-nine (69) working days prior to the date of travel**. This is because processing of international travel is a long process with a number of requirements to be complied before the University President can issue an Authority to Travel.

Below is the step by step procedure for the issuance of such document:

No.	Step / Activity	Estimated Timeline/ Remarks
1	Department Personnel Committee submits recommendation letter to VSU Faculty Scholarship/Fellowship Committee for Academic Staff (VSFC-AS) or to the VSU Administrative Scholarship Committee (VASC)	Please refer below for the requirements
2	VSFC-AS / VASC meets to discuss the submitted recommendation. Schedule of meeting is as follows: <ul style="list-style-type: none"> 2:00-5:00 pm every Thursday for VSFC-AS 2:00-5:00 pm every Friday for VASC 	10 working days
3	VSFC-AS Secretary / VASC Secretary prepares minutes of meeting	
4	Minutes submitted to Committee Chair for corrections	
5	Final minutes prepared and routed to members for signature	
6	Minutes submitted to University President for approval	
7	Documents /documentary requirements submitted to CHED-IAS in Manila for issuance of Certificate of Legitimacy of the event and its organizers. CHED-IAS releases the certification not earlier than 15 working days from receipt of documents	15 working days Policy of CHED-IAS
8	VSFC-AS/VASC Secretary upon receipt of IAS Certification of the legitimacy of travel abroad process the documents for submission to OUS for UADCO Action	3 working days
9	UADCO act on the request through meeting or referendum and endorsed for BOR Action	5-10 working days
10	BOR Academic Committee deliberates on the request and recommends for BOR Approval	15-30 working days
11	BOR approves the request through en banc meeting or through referendum	
12	OUS prepares and issues BOR Res to the concerned faculty copy furnished HRMO	

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13	University President issues Authority to Travel to the concerned faculty / staff	1 working day
Estimated Total		49-69 working days

Below are the required supporting documents:

	<p>FOR NON-DEGREE PROGRAM:</p> <ul style="list-style-type: none"> • Recommendation for Faculty (FM-HRM-14) • Recommendation for Admin (Communication Letter) • Invitation letter/announcement • Information sheet/flyer/ bulletin containing description of the host/organizer/sponsor • Re-entry Action Plan (FM-HRM-35), if L&D is 5 days and above • Arrangement for Class(es) Missed for Faculty (FM-VPA-03) <p>For Paper Presentation (Faculty only):</p> <ul style="list-style-type: none"> • Acceptance letter for paper presentation • Abstract of paper to be presented • CHED Endorsement of Conference, if held in the Philippines • Photocopy of Transmittal/Approval Sheet (if to present thesis or dissertation) • Certification of Research Conducted from OVPREI/Appointment as Researcher • <u>Certificate</u> of Collegial Critiquing, if abroad <p>For all travel abroad, the following documents are required by CHED-International Affairs Service (CHED-IAS) and Board of Regents (Faculty & Staff):</p> <ul style="list-style-type: none"> • Accomplished CHED-IAS Form 15 (Evaluation Form for the Necessity of Foreign Travel for SUCs) • Re-entry Action Plan (FM-HRM-35) • Certificate of Availability of Funds from Budget Office if asking for funding to present paper/training abroad 	

After the official travel, a Travel Report (FM-HRM-15 v0 11-12-2021) should be submitted to Learning, Development and Human Resource Accreditation Office (LDHRAO) within fifteen (15) days after the return to the official station.

For personal travel, a letter request addressed to the President together with other requirements (approved leave and arrangements of classes if faculty) should be presented for the issuance of such document.

For your guidance and compliance.


DANIEL LESLIE S. TAN
 OIC-President