

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



20 September 2000

MEMORANDUM CIRCULAR NO. 76

Series of 2000


T O: All ViSCA Faculty Members
(Through the Dept./Unit/Center Heads)

R E: Submission of Foreign Travel Report

It has come to the attention of this office that only a few faculty members have submitted foreign travel reports. Hence, those who have not complied with this requirement starting January 2000 are requested to submit three (3) copies of the report to this office, copy furnish the Office of the Director of Instruction, using the attached format. Copies of the report are forwarded to CHED and DBM for record purposes.

Failure to submit the said report shall be a ground for not granting a new authority to travel.

For guidance and immediate compliance.


f/ **PACIENCIA P. MILAN** *9/21/2000*
President *9/21/2000*

TRAVEL REPORT

Name:

Designation:

Unit:

Institution:

Address:

Destination:

Date of Departure from the Phil.:

Date of Arrival in the Phil.:

Purpose of Travel:

Organizers:

Sponsoring Agency:

Objectives:

The Activities:

Perception of Benefits:

Acknowledgment: