



2 February 2024

**MEMORANDUM CIRCULAR NO. 20**  
Series of 2024

**T O: All Faculty and Staff**

**R E: Amendment on OP Memo Circular No.11, s. 2024 with subject  
"Issuance of Authority to Travel"**

This is to inform concerned faculty and staff that requests / recommendations for official 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 **forty-four (44) working days prior to the date of travel**. This is because processing of authority to travel abroad 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 for your guidance:

| CLIENT STEPS   | AGENCY ACTIONS   | PROCESSING TIME  | PERSON RESPONSIBLE     |
|--|--|------------------|------------------------|
| Submit recommendation (with complete supporting documents) | Receive and check the completeness of documents. If in order, forward to staff in-charge, otherwise, return to the client to comply deficiency   |                  | Receiving Staff        |
|  | Process request and schedule and prepare notice of VSFC-AS/VASC meeting or referendum, if request is urgent  | 1 working day    | VSFC-AS/VASC Secretary |
|  | Review the recommendation. If in order, recommend for President's approval. If otherwise, return to the requesting party<br><br>Tentative schedule of meeting is as follows:<br>• 2:00-5:00 pm every Wednesday for VSFC-AS<br>• 2:00-5:00 pm every Friday for VASC | 1 working day    | VSFC-AS/VASC           |
|  | Process minutes of meeting or action of referendum   | 3-5 working days | VSFC-AS/VASC Secretary |
|  | Act on recommendation for approval/disapproval   | 1 working day    | Univ President         |
| Receive excerpt of minutes of meeting/ referendum          | Prepare and release excerpt of minutes of meeting/referendum.<br><br>Prepare, submit endorsement, and fill up eform on Foreign Travel of SUCs for CHED-IAS assessment  | 1 working day    | VSFC-AS/VASC Secretary |

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: op@vsu.edu.ph | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000

|                                    |  |   |   |
|------------------------------------|--|---|---|
| Wait for BOR Resolution            | Assess/review request  | 15 working days<br>(Per CHED Memo dated July 24, 2018 Guidelines for Processing Request for Travel Abroad for SUCs) | CHED-IAS  |
|                                    | Prepare recommendation with CHED- IAS assessment for BOR   | 1 working day   | VSFC-AS/VASC Secretary, VP Acad/Admin, Univ President |
|                                    | Review and act on endorsement during UAdCo meeting/referendum  | 5-10 working days   | UAdCo/ BOR-Univ Secretary                             |
|                                    | Review and act on UAdCo endorsement during BOR-Acad Committee meeting/referendum                     | 15-30 working days  | BOR-Acad Committee/ BOR-Univ Secretary                |
|                                    | Act on BOR-Acad endorsement  |   | BOR, BOR-Univ Secretary                               |
|                                    | Prepare and issue BOR resolution to concerned faculty/staff, copy furnish HRMO, concerned office, OP |   | BOR-Univ Secretary                                    |
| Receive authority to travel abroad | Issue authority to travel abroad to concerned faculty/staff  | 1 working day   | Univ President  |
| <b>Total</b>                       |  | 44-65 working days upon receipt of complete documents   |   |

*Note: Above cited number of working days maybe extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA 11032.*

Moreover, below are the required documents to be submitted:

| Checklist of Requirements  | Where to Secure   |
|--|---|
| <b>I. For Official Travel Abroad</b> <ul style="list-style-type: none"> <li>Recommendation using the following forms: <ul style="list-style-type: none"> <li>- for Faculty (FM-HRM-14)*</li> <li>- for Admin (FM-VSU-03)*</li> </ul> </li> <li>Invitation letter/announcement</li> <li>Information sheet/flyer/ bulletin containing description of the host/organizer/sponsor</li> <li>Re-entry Action Plan (FM-HRM-35)*</li> <li>Arrangement for Class(es) Missed for Faculty (FM-VPA-03)*</li> </ul> <p><b>Additional requirements (for Paper Presentation):</b></p> <ul style="list-style-type: none"> <li>Acceptance letter for paper presentation</li> <li>Abstract of paper to be presented</li> </ul> | DPC<br>DPC<br>Organizer<br>Organizer<br><br>Concerned faculty/staff<br>Concerned faculty/staff<br><br>Organizer<br>Concerned faculty/staff<br>Concerned faculty/staff |



|  |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>• Photocopy of Transmittal/Approval Sheet (if to present thesis or dissertation)</li> <li>• Certification of Research Conducted or Appointment as Researcher</li> <li>• Certificate of Collegial Critiquing</li> </ul> <p><b>Documents required by CHED-International Affairs Office (CHED-IAS) and Board of Regents:</b></p> <ul style="list-style-type: none"> <li>• Accomplished CHED-IAS Form 15 (Evaluation Form for the Necessity of Foreign Travel for SUCs)</li> <li>• Travel Report/Re-Entry Report (FM-HRM-15)* for previous travel abroad</li> <li>• Certificate of Availability of Funds from Budget Office, if financial support is requested</li> </ul> <p><b>II. For Personal Travel Abroad:</b></p> <ul style="list-style-type: none"> <li>• Letter request (FM-VSU-03)* addressed to the President</li> <li>• Approved Leave of Absence</li> <li>• Arrangement for Class(es) Missed for Faculty (FM-VPA-03)*</li> <li>• Certification (FM-VSU-04)* stating the travel is personal in nature and that the personnel shall not in any way represent the institution on Official Capacity during the approved Leave of Absence</li> </ul> | <p>OVPREI<br/>OP<br/>Dept. Head</p> <p>Concerned faculty/staff</p> <p>Concerned faculty/staff</p> <p>Budget Office</p> <p>Concerned faculty/staff<br/>HRIS (eDATS)<br/>Concerned faculty/staff<br/>Concerned faculty/staff</p> <p>*All VSU forms can be secured from the dDRC or Quality Management System Portal<br/>(<a href="#">QMS FORMS(Updated) - Google Drive</a>)</p> |
|--|--|---|

After the official travel abroad, a Travel Report (FM-HRM-15) shall be submitted to Learning, Development and Human Resource Accreditation Office (LDHRAO) within thirty (30) days after the return to the official station.

For your guidance.

  
**DANIEL LESLIE S. TAN**  
OIC-President