



21 October 2019

MEMORANDUM CIRCULAR NO. 107
Series of 2019


- T O:** All Vice Presidents
College Deans
Satellite Campus Deans
Academic Personnel Board (APB)
Non-Academic Personnel Board (NAPB)
Center/Institute Directors
Department/Office/Unit Heads
- R E:** Reiteration of the Requirements and New E-Mail Address for Submission of Requests for Assessment of Legitimacy of International Conference/Meeting to be Attended by SUC Personnel

Attached is a copy of the Memorandum from Atty. Lily Freida M. Milla, CESO IV of CHED reiterating the requirements and new e-mail address for submission of requests for assessment of legitimacy of international conference/meeting to be attended by SUC personnel. Kindly disseminate to your faculty and staff for their information and guidance in the processing of their travel.

Please be guided accordingly.


EDGARDO E. TULIN
President



 Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

MEMORANDUM

FOR: THE HONORABLE CHAIRMAN AND COMMISSIONERS

OCT 10 2019



FROM: CHED
Office of the Chairman

ATTY. LILY FREIDA M. MILLA, CESO IV
OIC, Office of the Deputy Executive Director
Director III, International Affairs Staff

RECEIVED

OCT 10 2019

REQUEST FOR DISSEMINATION TO SUCs REGARDING
REITERATION OF THE REQUIREMENTS AND NEW E-MAIL
ADDRESS FOR SUBMISSION OF REQUESTS FOR ASSESSMENT OF
LEGITIMACY OF INTERNATIONAL CONFERENCE/MEETING TO
BE ATTENDED BY SUC PERSONNEL

By: Navid
Time / Ref. No.: 9:48

DATE: 09 October 2019

By: Navid

In view of the role of the International Affairs Staff (IAS) in processing requests for assessment of legitimacy of international conferences/meetings per Memorandum from the Commission dated 24 July 2019 titled Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs), may we request your good office to disseminate to your respective SUCs the following information reiterating the requirements and new e-mail address for submission of requests for assessment of legitimacy of international conference/meeting to be attended by SUC personnel:

- Requirements:
 1. Cover Letter addressed to IAS Director signed by President/VPAA/IRO
 2. Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges (IAS Form 15) endorsed and certified correct by the IRO
 3. Invitation Letter/Letter of Acceptance
 4. Profile of Organizer
 5. Background Information of International Conference/Meeting
 6. For paper presentations: Proof indicating that papers presented in the conference will be published in journals that are indexed by Elsevier/Scopus/ASEAN Citation Index (ACI).
- In accomplishing the IAS Form 15, it is requested that the age of the attendee/s be reflected alongside their names.
- The IRO should cite in the IAS Form 15 (specifically in the "Rationale as institutional strategy" section) the connection of the foreign travel to the institutional goals and outcomes under the strategic targets towards internationalization of the SUC.
- For travels funded by the SUC to attend international conferences for paper presentation, IROs should check that the university affiliation cited in the publication of the paper presentation of applicant/faculty/staff is the SUC funding said travel.
- All requests for assessment of international conference/meeting should be submitted to the CHED International Affairs Staff or through e-mail at iasassessment@ched.gov.ph. Only requests with complete requirements will be processed strictly within fifteen (15) working days.

Thank you.

COMMISSION ON HIGHER EDUCATION (CHED)	
OFFICE OF COMM. PERFECTO A. ALIBIN	
RECEIVED BY	<u>NTA</u>
DATE	<u>10/10/19</u>
TIME	<u>9:48</u>

CHED CENTRAL OFFICE
OFFICE OF COMMISSIONER DARILAG

RECEIVED

By: DSWA
Time: _____