




MEMORANDUM NO. 492-A

Series of 2024

TO: **Chairperson:** Dr. Aleli A. Villocino
 Co-chairperson: Dr. Christina A. Gabrillo
 Members: Engr. Hanzel N. Mejia
 Dr. Marilyn M. Belarmino
 Dr. Rev Rhizza L. Aure
 Ms. Christie Cyrene T. Tauy
 Atty. Rysan C. Guinocor
 Dr. Joel Rey U. Acob
 Student Representative
 Secretary: Ms. Sheila Marie Lemos

RE: **Committee on Student Participation in Conferences, Trainings and Workshops**

FROM: 
 DR. PROSE IVY. G YEPES
 University President

DATE: **May 31, 2024**

To facilitate the requests of students to participate in local, regional, national and international conferences, workshops, seminars, summit, this committee is tasked to:

1. Create guidelines, policies and procedures on student participation/attendance to conferences, workshops, seminars;
2. Receive, review and evaluate request/recommendation of department (with complete supporting documents) for endorsement to the University Administrative Council, Office of the President and to the Board to ensure compliance with relevant rules and regulations, policies and guidelines; and
3. Coordinate with the Finance Committee on funding options and availability of funds.

Committee Secretary:

1. Receive and review the recommendation of the committee/immediate supervisor.
2. Process request, schedule, and prepare notice of committee meeting or referendum for urgent request.
3. Process minutes of committee meeting or endorsement.
4. Prepare and release excerpts of the approved minutes of meeting/referendum and provide copy to the concerned department/student.
5. Prepare, submit endorsement, and fill up eform on foreign Travel of SUCs for CHED IAS assessment.

This memorandum supersedes OP Memorandum No. 492, s 2024.

Please be guided accordingly.

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