



MEMORANDUM CIRCULAR NO. 110

Series of 2024

**TO: All Faculty
Administrative Staff
Students**

**RE: Strict Observance of CHED Policies on Foreign Trips and
Creation of Investigation Committee**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: May 31, 2024

This memo serves as a reiteration of the strict observance and adherence to Memo Circular No. 20 s. 2024, and CHED policies. It is hereby emphasized that no employee or student is permitted to undertake foreign trips without prior approval from the Board of Regents (BOR). This directive is non-negotiable and must be strictly followed to ensure compliance with institutional and CHED regulations.

Moreover, a committee will be established to investigate the circumstances surrounding the reservation of tickets and hotel accommodations without the necessary approval from the BOR. The objective is to identify any breaches of protocol and recommend corrective actions to prevent future occurrences.

For your information and usual support.

cc: File
Records Office
HRMO

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