



13 April 2023

MEMORANDUM CIRCULAR NO. 66
Series of 2023

T O: All VSU Faculty and Staff

R E: Requirement to submit an "Executive Brief" for those who would go on Official Foreign Travel.

The Commission on Higher Education (CHED) is requiring all faculty and staff who would go on official foreign travel to submit an "Executive Brief" together with the other pertinent documents that have been previously required effective immediately. The format of the executive brief is as follows:

Subject of the Travel

Rationale

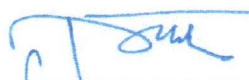
Description of Travel Request

Exact Participation of the Delegate/s to the Event

Expectations from the Delegates when They Come Back from the Travel (*are they to make a report, presentation, etc.*)

Benefits of the University from Sending SUC Delegates to the Specific Foreign Event

For the guidance and strict compliance of all concerned.


EDGARDO E. TULIN
President *oic 4/13/23*



EXECUTIVE BRIEF

(Item No. _____)

SUBJECT : *TITLE OF THE REQUEST*

RATIONALE :

DESCRIPTION OF THE TRAVEL REQUEST:

As instructed by CHED, for future travels of SUC Presidents/Faculty/Staff Please emphasize in the Executive brief the following:

- *Exact Participation of the delegates to the event*
- *Expectations from the delegates when they come back to the university (are they to make a report, presentation, etc.)*
- *Benefits of the university from sending SUC delegates to that specific event*

Please observe strict compliance.

ENDORSEMENT :

RECOMMENDATION OF :

REQUESTED BOR ACTION :