



15 November 2019

**MEMORANDUM CIRCULAR NO. 118**  
Series of 2019

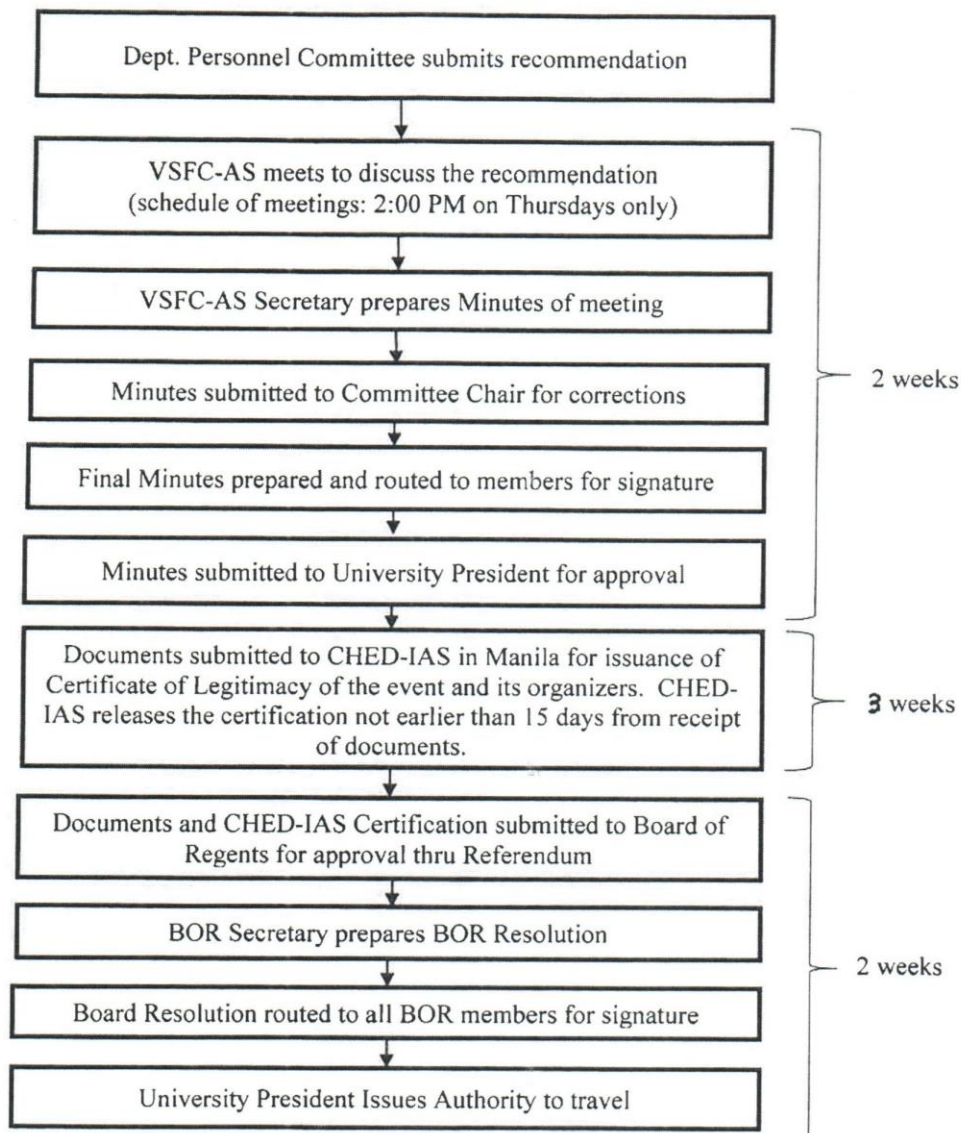
**T O: All Faculty and Staff**  
**R E: Requests for Travel Abroad**

Please be informed that requests/recommendations for travel abroad will only be received & acted upon by the VSU Scholarship & Fellowship Committee for Academic Staff (VSFC-AS) if submitted not less than **six (6) weeks before the date of travel**. This is because the processing of international travels is a long process with a number of requirements to be complied before the University President issues a Travel Authority.

The long route to the issuance of Authority to Travel is as follows:



*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.*



However, a faculty may still go abroad and issued Authority to Travel by the University President even without CHED-IAS Certification and BOR approval if the travel is personal in nature. The faculty has to submit a certification that such travel is personal and he/she is not representing the university in any capacity, and that the travel entails no cost to the university. Since it is personal, the faculty needs to apply for leave.

For your guidance and compliance.

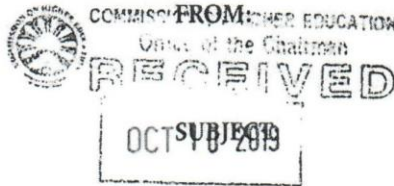
  
**EDGARDO E. TULIN**  
 President

*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

By: *Paquel* 9:41am  
Time / Ref. No. \_\_\_\_\_



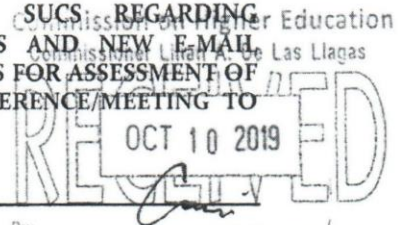
FROM: ATTY. LILY FREYDA M. MILLA, CESO IV  
OIC, Office of the Deputy Executive Director  
Director III, International Affairs Staff

By: *Nat*  
Time / Ref. No.: 9:48

004484

DATE: 09 October 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



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](mailto:iasassessment@ched.gov.ph). Only requests with complete requirements will be processed strictly within fifteen (15) working days.

Thank you.

